



## **Institutional Effectiveness Committee**

### **Meeting Minutes**

October 15, 2020

2:30 – 4:00 pm

Zoom

### **Attendees**

Michele Mathis (chair), Lisa Palmer, Lisa Cooley, Grace Mattson, Dr. Barbara Buchanan, Don Miller, Julie Gilliam, Shelly Stone-Moye, Beverly Murphy, Jimmie Whitfield,

### **Welcome**

### **Updates / announcements**

We are in the SASCOC class of 2023

Weave will be the new compliance software used for our reaffirmation documents

### **Old business**

- Approve 2019-2020 IE plan – the following items were reviewed: the dates in the plan, calendar dates, table of contents, Performance Measures.
- The Needs survey steps for closing the loop were discussed. IR sends the survey to Student Development and Instruction.
- Service and Program Area Reviews, SAO and SLO will be put in Weave.
- ESS and SS surveys need to be updated to reflect the changes in departments.
- Motion - Beverly Murphy made a motion to approve the IE Plan and Lisa Cooley seconded, the Plan was approved by the committee unanimously.

### **Strategic Planning**

- Combining SP / QEP focus groups – focus groups were ended due to Covid19 Spring 2020. SP surveys with QEP components have been sent out for additional data. The topic selection committee will go through that data. Facilitators will be needed for the focus groups. Please send any input on focus group questions to Michele Mathis before November 6<sup>th</sup>.

To gather additional data for the QEP and SP, sessions will be held at the next Town Hall meeting on zoom November 6<sup>th</sup>

- Work teams for each pillar – we will be using the Aspen framework for the SP pillars which focuses on five areas; learning, completion and transfer, equity, labor market and community. We will need subcommittees for each pillar to look through the data and literature for the topic to determine what our SP goals should be. 15 - 20 people are needed for the work teams, 3 – 4 for each team. One person from the community of



each team would be ideal. Michele Mathis will send out an excel sign up document on one drive for work team volunteers.

### **New business**

- SACSCOC reaffirmation – PCC Compliance Certification is due March 1, 2022. We will be developing the SACSCOC certification, QEP and SP documents around the same time.

Part of the reaffirmation process is policy review. Lisa Cooley has been reviewing policies for a year. PCC has 240 policies, 200 remaining for review. Julie Gilliam and Melissa Robbins have set up CETL hosted meetings. Policy review has to be completed February 2022, approximately fifteen policies a month. The long-term goal is to get policies approved during Standing Committee meetings, at least one third of the policies annually. This will eliminate the need to review all policies in preparation for reaffirmation at once.

- Questions / comments  
Michele Mathis has suggested that the designee of the policy review it before the scheduled meeting and ask for additional edits and approval during the meeting to help the review process along.

Lisa Cooley mentioned the SP will end (in early spring) prior to the other groups needing member volunteers to address concerns Dr Barbara Buchanan had about serving on multiple committees.

- Approve policies  
Policy 2.2 - Dr Barbara Buchanan made a motion to approve the policy and Julie Gilliam seconded, the policy was approved by the committee unanimously

Policy 2.28 - Dr Barbara Buchanan made a motion to approve the policy and Shelly Stone-Moye seconded, the policy was approved by the committee unanimously

Policy 2.30 - Jimmy Whitfield made a motion to approve the policy and Beverly Murphy seconded, the policy was approved by the committee unanimously

These policies will go to EC on Monday for approval. BOT approval will be needed if there were changes made to the policy statements.

### **Adjournment**

Meeting adjourned at 3:27  
As recorded by Lisa Palmer