



**Institutional Effectiveness Committee**  
**Meeting Minutes**  
February 19, 2020  
2:00 - 3:30 PM  
C 104

**Attendees**

Michele Mathis (chair), Dr. Pamela Senegal, Caprice Lengle, Dr Barbara Buchanan, Dr Doris Carver, Don Miller, Julie Gilliam, Lisa Cooley, Lisa Palmer, Shelly Stone-Moye

**Welcome**

**Approve meeting 1/3/20 minutes** – motion made by Shelly Stone-Moye second by Julie Gilliam, minutes were approved by the committee with the suggestion that the meeting number is corrected to 3. A suggestion was also made to reference the meeting by date.

**Updates / announcements**

- Michele Mathis has received many thanks from SP participants of the Kick-off event
- PCC monitoring report was submitted and approved by SACSCOC. The focus now is on reaffirmation, policy updates and substantive changes.

**Old business - none**

**Strategic Planning**

- Focus groups – Jody Blackwell will do invites for the business and industry people. Shelly Stone-Moore will do the invite for students through email. Faculty will also receive invites for the focus groups. Michele would like the focus groups to be 10 – 12 members but will plan accordingly in the event of a larger response. There will be faculty, students, staff and industry groups on the Person and Caswell campus. Faculty and staff will be contacted for a list of honor program and club students that may be willing to participate.

IE members are being asked to suggest people for the focus groups and not participate themselves; they will give feedback during the IE meetings.

Beth Townsend has been asked to post a blurb about the focus groups on the PCC website.

Jamie McCall and ORIE will collect and prepare the data from the focus groups.

The focus group meetings were scheduled for March 4 and March 5 around lunch. March 5 is student break and will be rescheduled. The Foundation will provide lunch. Hall's Way Café was suggested as a lunch option for faculty and staff.

Focus group questions – several question edits were made for the industry, student and faculty/staff sections. Michele Mathis will make the edits and send the questions back out for



review by the committee. She is also requesting all questions and contacts be returned to her the first of next week so the reach out can be done the end of next week.

Dr. Senegal suggested a working lunch to discuss focus group logistics to ensure all students present are participating. Michele Mathis suggested having the students print and design a name tent and tell why they chose that design.

Michele Mathis asked if we had closed the loop with BAH. Dr. Senegal stated she would like them to create an app for free that we could pilot that would address local church van use for student transport. BAH is still scheduled to conduct a student sessions at a later date. Caprice mentioned a possible internship opportunity at BAH for Salutatorian Student coming to PCC.

**New business - none**

**Adjournment**

Meeting adjourned at 3:11 pm

As recorded by Lisa Palmer