



Institutional Effectiveness Committee

Meeting Minutes

November 13, 2020

2:30 – 4:00 pm

Zoom

Attendees

Michele Mathis (chair), Dr Pamela Senegal, Lisa Palmer, Lisa Cooley, Dr. Barbara Buchanan, Don Miller, Shelly Stone-Moye, Jimmie Whitfield, Mark Wencel, William Hatchett

Welcome

Motion

Approve meeting minutes from 10/15/20 - A motion was made by Shelly Stone-Moye and Dr Barbara Buchanan seconded, the minutes were approved by the committee unanimously.

Updates / announcements

- Updates on SACSCOC reaffirmation – topic selection committee is in progress now. They will use data from the Town Hall, QEP surveys, Student Satisfaction and Needs Assessment Surveys from a few years to determine trends. From those trends we will develop 2-3 broad assessment topics that will then be sent to the College employees to pick one to focus on.
- Policy Review - Michele Mathis and Lisa Cooley continue to review policies with various groups and committees. Still on pace at about fifteen policy reviews a month. There are lots of title changes and making sure we have the right legal citation. You may receive a policy meeting invite if the policy being reviewed is related to your area or you are on a standing committee.
- SASCOC Leadership Team – working on committees for compliance certification reviews. There are over sixty standards that need a narrative written. Members of the Leadership Team will chair those sub-committees and currently selecting members for the sub-committees.

Old business

- Next steps strategic planning – the data from the QEP will also be used for the Strategic Plan. There will be five work teams, one for each of the Aspen Pillars (Learning, Completion and Transfer, Equity, Labor Market and Community Enhancement)

Work Team edits – SP Committee members will chair Sub-committees. Beth Townsend will be the chair of Community Enhancement sub-committee. Donna Whitlow was moved from Learning to the Completion and Transfer sub-committee. Catherine Thomas was moved from Equity and added to the Learning sub-committee. Melissa Robbins was added to the Equity sub-committee.



Student volunteers - One student will be assigned to each sub-committee. Grace Mattson was recommended for Community Enhancement and remain on the IE Committee as a student representative. She has not been able to attend meetings but has been communicating by email. Yvonne Pettiford was recommended for Labor Market and Brittani Lea was recommended for Equity. Student volunteers from the Strategic Plan surveys will be contacted and given an opportunity to choose which committee they serve on.

Community volunteers – would be nice to have one serve on the Labor Market and one on Community Enhancement.

Some volunteers (student, employee and community) should be used for the QEP committee. Michele Mathis will finalize the committees and meet with chairs at a later date about meeting content and data analysis.

- Timeline – there is currently a six-month gap of inactivity in the timeline due to Covid19. The goal is to have the new strategic plan in place by August of 2021. November and December will consist of team meetings, research benchmark, concept clusters, prioritizing strategies and define success metrics/KPIs. Once complete, Michele Mathis will compile a Strategic Plan draft and send it out for a review and finalize the strategic plan by August 2021. The timeline is very ambitious but can be changed as needed.

New business

- The IE Committee will not meet again until the first of the new year.
- Michele Mathis will reach out to sub-committee within the next week.
- In January we will review what the subcommittees have developed.
- Dr Senegal suggested a review of the Aspen data base camp for formats and templates that would be helpful to the committee chairs before they start reviewing the data. Michele Mathis will use information from Wilkes Community College to get started until Dr Senegal sends the Aspen information.

Adjournment

Meeting adjourned at 2:34 pm

As recorded by Lisa Palmer