

**Advisory Committee for the  
Office of Accountability, Efficiency, and Effectiveness  
03 June 2010  
CVCC Foundation/Trustee Boardroom  
2:30p.m.**

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, John Enamait, Cindy Coulter, Keith Mackie, Ken Elliott, Marvin Elliott, David Streater, Emily Whiteley, Kimberly Clark, Erin LeGrand

1. **Call to Order:** The meeting was called to order at 2:30p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed via email. Changes/corrections should be submitted to Kevin Rouse.
3. **OAAE Wiki:** Kevin Rouse commented on the BlackBoard site for the OAAE wiki/information. He encouraged the members to use the site and reiterated the expectation to post draft narratives for the Fifth-Year Interim Report. Questions arose concerning the appropriate word processing program for use on the Interim Report and Mr. Rouse indicated that he would research acceptable document types.
4. **Program/Area Assessment Reports:** Mr. Rouse reported that most 2009-2010 assessment reports had been submitted. Cindy Coulter presented a draft of a new assessment form that is horizontally-oriented (rather than Vertically-oriented). Members agreed that the form would be more logical and useful. The committee determined that the new form should be completed and adopted for the reporting of the 2010-2011 assessment reporting cycle.

The group also discussed this year's budget request forms, which incorporate a column for identifying the relationship between specific budget requests and graduate outcomes/ operational objectives. The process for the review of budget requests and determination of budgetary priorities will need to be better defined. Kevin Rouse agreed to follow-up with Wes Bunch on this concern.

Mr. Rouse hopes to have the assessments organized by 1 July 2010 and to convene the 2009-2010 Assessment Review Committee soon thereafter. He reiterated that the review committee will focus on the review of an identified operational area and of an identified academic area (as determined during the last meeting, these areas would be Student and Technology Services and the School of Business, Industry, and Technology) and that time would be allotted for other area/school supervisors/associate deans to comment briefly on the assessment reports from their respective direct reports. He distributed a list of potential

questions to be considered in the review of academic programs and of operational areas.

The committee discussed the questions and determined that the following question needed to be added to the academic program listing under “Operational Factors”:

“Is the program reflective of community/service area/national needs?”

Several options for gathering information to assist in determining such needs were discussed, including the Western Piedmont Council of Governments and the Cecil G. Sheps Center of UNC. Questions were also raised concerning the availability of information concerning national average administrative costs in education.

5. **Adjournment/Next Meeting:** The meeting was adjourned at 3:45pm. The next meeting will be 17 June 2010 at 2:30p.m.