

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
10 December 2009
CVCC President's Conference Room
3:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Ron Valentini, Keith Mackie, Ken Elliott, Marvin Elliott, David Streater, Bill Dulin, Amy Bechtol, Tim Peeler, Jerry Sain

1. **Call to Order:** The meeting was called to order at 3:30p.m.
2. **Approval of Minutes:** Minutes from the previous meeting two meetings will be shared via email. Please review and respond to Kevin with changes.
3. **Commission on Colleges – Interim Report:** Kevin distributed a revised version of the *Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement*. This document was revised to include delegation of responsibility for each of the 14 areas covered in the abbreviated compliance report to be included in the Fifth Year Interim Report to the Commission on Colleges. Kevin also distributed copies of narratives from the last compliance study to serve as guides for those responsible for writing narratives for the Interim report.

Kevin, Amy Bechtol, and Keith Mackie reported on their recent trip to the annual SACS/COC conference in Atlanta, Georgia. In a session regarding the Interim report the following important points were made:

- A. The word “abbreviated” in the “abbreviated compliance report” simply means that only 14 areas will be reported upon as opposed to all of the Principles of Accreditation. Each of the 14 areas in the abbreviated reported should be fully narrated.
- B. Documentation was lacking in many Interim reports already submitted, so we must be sure to include enough documentation to support all of our claims of compliance. A related note is that we must be sure that the documentation is directly related to the standard that is being narrated.
- C. Everything in our report must be self-contained. This means, for example, that we should not make reference to a website or document not included in our submission. A related note is that either electronic or paper submission is permissible, but electronic is preferred. A combination of electronic and paper is not acceptable. We should choose one or the other.
- D. Many schools who have already submitted reports have failed to show that they are supporting distance education students. We must make sure to include in our documentation and examples instances of support for these students.

Kevin reported to the group that of all the interim reports submitted at this point, none were approved without additional reporting required. The most cited areas were as follows:

- A. Number of full-time faculty vs. part-time faculty for particular programs
- B. Institutional Effectiveness

- C. Qualified Academic Coordinators
- D. Physical Facilities
- E. Student Complaints

Bill Dulin informed the group that we have had a change in policy in the last year in terms of how we handle student complaints. He asked Kevin how he should handle this in the Interim Report. Kevin suggested that the change in policy be explained in the narrative and examples be provided that show we are following our current policy.

4. **Next Meeting:** The next meeting will be on January 14, 2010 at 3:30p.m.
5. **Adjournment:** The meeting was adjourned at 4:07p.m.