

**Advisory Committee for the  
Office of Accountability, Efficiency, and Effectiveness  
10 March 2011  
Sipe Conference Room  
2:30 p.m.**

**Meeting Minutes**

|                 |                     |                |                |
|-----------------|---------------------|----------------|----------------|
| <b>Present:</b> | Kevin Rouse (Chair) | Marvin Elliott | Keith Mackie   |
|                 | Cathy Bitsche       | John Enamait   | Ron Valentini  |
|                 | Wes Bunch           | Linda Graham   | Emily Whiteley |
|                 | Kimberly Clark      | Erin LeGrand   |                |

**Recorder:** Sheila Coates  
❖ = Action Items

1. **Call to Order:** The meeting was called to order at 2:30 p.m.
  
2. **Update on Past Minutes:**  
ACOAE 3 March 2011 meeting minutes were emailed to members on 10 March 2011 for review and updated to the web site on 16 March 2011.  
  
Members were asked to review the “Action Item” list, updated and distributed via email on 10 March 2011.
  
3. **Strategic Plan Development:** Mr. Rouse informed the committee that Dr. Hinshaw has confirmed/approved the retreat dates of 23 and 24 May 2011. The locations for the retreat will be either the Peacock Inn, or the Catholic Conference Center. Mr. Rouse reminded members to review the Strategic Planning information posted on the OAE Blackboard site and to continue posting their comments/suggestions. The Strategic Plan timeline and the retreat information will be presented to the President’s Cabinet on 14 March 2011.
  - ❖ Kevin Rouse and Keith Mackie will review with Dr. Hinshaw the contract status of committee members: Cathy Bitsche, Shawn Mull and Emily Whiteley; what will be required for them to be compensated (if necessary) for attendance at the retreat.

4. **Instructional Evaluations:** Mr. Rouse distributed the fall 2010 Instructional Evaluations in PDF format on CDs to the Deans for their Schools. The VP of Instruction received a copy of all the School's faculty evaluations. A description of the layout of the evaluations was provided.

- ❖ Kevin Rouse will disaggregate the clinical information according to the sites for Kimberly Clark and Brenda Stepp as soon as possible.

Mr. Rouse reported on his attendance at the Faculty Senate meeting. Mr. Rouse was invited to speak to Faculty Senate concerning the Instructional Evaluation. Topics discussed were:

- Review of the new format of the evaluations developed for improvement compared to the one previously used; the process as a work in progress
- A request for Deans to review Faculty Evaluations and to report any concerns or issues immediately
- Online reporting (efficiency has proved not to be as effective as hard-copy distribution), the number of class responses, the decrease in student responses
- Davidson County Community College's use of Blackboard to administer two evaluations of classes per semester was discussed:
  - the first evaluation is processed one month into the semester for students, then shut-down for students and re-opened up for faculty review
  - a final evaluation is processed at the end of the class for a specific period
- ❖ Kevin Rouse will discuss the Blackboard evaluation process used by Davidson County Community College with Bob Shave  
**Note:** Select members of the Faculty Senate plan to visit Davidson County over the next two weeks to review their process
- Kevin reported that students often do not open emails that they do not recognize, and this may be part of the reason why surveys are not being completed. Kevin has requested that students be informed when to expect the faculty evaluations. Members discussed options of notifying students.
- ❖ Kevin Rouse will send out a message to the Deans (with the approval by Keith Mackie) to notify the instructors of the classes that will be evaluated upon receipt of their rosters; he will also notify the Deans when the emailed evaluation message will be sent, so that they in turn will make their student aware of the incoming email faculty evaluation to be completed
- Kevin is expecting to receive the spring 2011 rosters by 18 March 2011 (changed from 17 March)
- ❖ Deans are requested to send the list of instructor rosters they wish to have evaluated on one file.

5. **Student Center/Engagement Discussion Board:** The discussion board for the committee members to input their comments regarding student engagement is now available on the OAEE Blackboard.

6. **ACTION ITEMS**

**Compliance Assist! Update:** Mr. Rouse is in the process of collecting the requested information/forms to be sent to Kristen Rohde, Client Services-Planning & Program Review. One of the items at the top of the list is the College organization charts. The charts were distributed to the committee members to be reviewed for accuracy and returned during the meeting.

- ❖ Kevin Rouse will send the charts to the members not in attendance via email for review. He will present the recommended changes and notes to the President's Office for consideration prior to sending the org charts to Kristen at Compliance Assist!

**COC Evaluators:** Mr. Rouse has received all the signed evaluator forms.

- ❖ Kevin will draft a letter for Dr. Hinshaw's review and approval to be sent to COC with the signed forms.

**Tracy Hall (Education Matters):** Mr. Rouse announced that Tracy Hall has agreed to join ACOAEE for the duration of the 2013-2018 Strategic Planning Development process.

The committee discussed concerns and issues regarding the Graduate Guarantee process, qualifications, and employer expectations. Discussions will be continued in depth during the retreat.

7. **OTHER ACTION ITEMS DISCUSSIONS:**

Critical Thinking Skills Workshop, assigned to Emily Whiteley. Establish a workshop on assessing critical thinking skills through multiple choice testing.

- ❖ Emily reported that Biology is conducting pilot on student critical thinking.

8. **Adjournment/Next Meeting**

- Meeting adjourned: 3:30 p.m.
- Next meeting: 17 March 2011, President's Conference Room, 02:30 p.m. (location tentative)