

**Advisory Committee for the  
Office of Accountability, Efficiency, and Effectiveness  
11 June 2009  
CVCC Foundation/Trustee Boardroom  
3:00p.m.**

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, Amy Bechtol  
Linda Lutz, Cindy Coulter, Keith Mackie, Steve Hunt, Ken Elliott,  
Marvin Elliott, Naomi East, David Streater, Wes Bunch, Linda Graham

1. **Call to Order:** The meeting was called to order at 3:00p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed via email. Changes/corrections may be submitted to Kevin.
3. **Faculty Evaluation:**
  - A. **Student Evaluations (online form)** – Kevin Rouse presented a draft of the student evaluation instrument modified for use in online courses.
  - B. **Supervisor/Self/Peer Instrument** – Kevin presented a new draft of the supervisor/self instrument wherein he revised the word “employee” to read “faculty member” throughout the document. A discussion about inconsistency in referring to teachers at CVCC followed during which Dr. Hinshaw requested that everyone consistently use the term “faculty.” Committee members will review the wording of policies and other documents in their areas and make revisions accordingly.

Following up on an earlier discussion about using this instrument for all CVCC employees, the group agreed that more revision would be needed than was apparent at first review.

Kevin informed the group that he met with the Leadership Competencies Committee who developed the evaluation instruments. He then presented the “Employee Performance Overview” which is meant to serve as an accompanying summary narrative of the other evaluation instruments. In addition to providing an opportunity for evaluation and synthesis of all the evaluation instruments, the overview prompts the supervisor to formulate prescriptive measures and individual performance outcomes if needed.

- C. **Evaluation Timeline/Process Subcommittee** – Kevin shared with the group that the Leadership Competencies Committee originally intended that the evaluation process occur annually during the fall for all faculty members. He expressed concerns about the feasibility of evaluating all faculty members at

once during the fall including the extra work involved for supervisors and difficulty completing peer evaluations. The group discussed several scenarios in which the evaluation would be staggered over fall and spring and the implications of this kind of pattern for connecting the evaluations to performance pay. A subcommittee was formed to further discuss the implementation process: Cindy Coulter, Naomi East, Keith Mackie, Amy Bechtol, David Streater, and Kevin Rouse.

4. **Faculty/Staff/Administration Survey:** Revisions to the annual faculty/staff/administration survey were due April 10, 2009. Because few revisions were received, Kevin gave the group another chance to review the survey and make changes. He will email the survey to the group. Changes must be received by June 18, 2009.
5. **Update on Program Learning outcomes and Operational Objectives:** Kevin reported that outcomes and objectives have been received by most reporting areas on campus. He will notify the direct supervisors of those who have not submitted data.

Kevin presented a tentative membership list for the Learning Outcomes and Operational Objectives Review Committee: Dr. Garrett Hinshaw, Wes Bunch, Ron Valentini, Cindy Coulter, Dr. Keith Mackie, John Enamait, Marvin Elliott, Naomi East, David Streater, Kevin Rouse, and Amy Bechtol. The Committee accepted the list with the change of making Dr. Hinshaw an ex officio member. The group decided that Dr. Hinshaw would attend the first review session to observe the process, but thereafter would not be present during the review. Results of the review will be submitted to Dr. Hinshaw. Kevin also mentioned that the membership of the review committee might include a representative from both the academic and administrative areas being reviewed.

The group discussed tying the review to budget decisions at length. Kevin presented a timeline for outcomes/objective submission and review that might need to be revised to more easily allow for the review to inform budget decisions. Naomi pointed out a typographical error in Section I, item D on the timeline.

6. **Commission on Colleges' Fifth-Year Interim Report:** Kevin presented a handout from a SACS/COC annual meeting presentation on the Fifth-Year Interim Report. He encouraged committee members to review the SACS/COC website and become familiar with the accreditation principles related to their areas. He will email links to informative publications from SACS/COC. Kevin strongly suggested that committee members begin gathering documentation for the report this summer in anticipation of assisting him in completing it this fall.
7. **CentER News:** Amy Bechtol reported to the group that CVCC has just purchased a virtual island on Second Life called "Isle of Learning" which will be used for digital collaboration between faculty/staff internally and externally, as

virtual training space, as a repository for scholarly material, and to connect with others working in education across the globe. Amy also reported that the QEP Committee would be meeting again shortly to discuss a proposal from the Foundation for Critical Thinking to collaborate on a grant-funded research project involving CVCC faculty and students as well as teachers and students of Challenger High School.

8. **Adjournment:** The meeting was adjourned at 4:20pm.