

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
11 February 2010
CVCC Foundation/Trustee Boardroom
3:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, Amy Bechtol, Cindy Coulter, Keith Mackie, Ken Elliott, David Streater, Steve Hunt, Linda Graham, Bill Dulin, Cathy Bitsche, Marvin Elliott, John Enamait, Wes Bunch

1. **Call to Order:** The meeting was called to order at 3:35p.m.
2. **Approval of Minutes:** Minutes from the January 28, 2010 meeting were distributed. Changes/corrections may be submitted to Kevin Rouse. Minutes from January 14, 2010 were approved and have been submitted for addition to the OAAE website.
3. **2009-2010 Assessment Reports Update:** Kevin reported that approximately 80 assessment report initial submissions were made by his deadline. This is a vast improvement and reflects better awareness and buy-in related to the institutional assessment process. Training sessions with individuals and departments are ongoing and also reflect increased awareness and buy-in across campus.
4. **QEP Report:** Amy Bechtol, QEP Director, reported the 2010-2015 QEP Research Committee was convened for orientation on February 8, 2010. The group will be gathering information on how critical thinking is being measured through the institutional assessment process across campus academic departments and administrative areas. Committee members will also be conducting research on defining and measuring critical thinking.
5. **Commission on Colleges – Interim Report Update:** Kevin reminded the group that they should have created drafts of their sections of responsibility for the Interim Report by March 11, 2010. He also reminded the group that documentation is crucial to a successful report submission. Kevin directed members to black out any personal student information contained on documents submitted for the report.
6. **Strategic Plan Directions & Initiatives:** Drafts of the Strategic Plan Assessment Report are due from members on Friday, February 12, 2010. Those submitting reports for academic programs need not copy and paste each learning outcome related to the plan, but should instead indicate that outcomes for a particular program serve as measurement for a particular Strategic Initiative. Contact Kevin with questions.

The change to the Strategic Plan recommended by the OAEE Advisory Committee was approved by the CVCC President's Cabinet. A new Strategic Initiative will now be added to the first Strategic Direction: "Embracing Academic Excellence by..." The new Initiative will read: "Promoting and maintaining a culture that creates and welcomes emerging opportunities to enhance stakeholder learning, the College will..." The next task will be to create specific objectives in service of the new Initiative.

7. **Other Business:** Kevin reported that he will soon distribute the results from the last CVCC Student Survey and along with it, a blank copy of the survey for use in reviewing survey items. Changes to survey items should be submitted to Kevin. The Student Survey will be distributed this spring via Survey Monkey. The group requested that the CVCC Graduate Exit exam be distributed via Survey Monkey as well and Kevin agreed to this distribution change.

General discussion about the items on the Student Survey yielded a recommendation that program and school information be collected from respondents. This will enable programs to use the data collected more effectively for program improvement. This change will also be made to the Faculty, Staff, Administration survey, but only school information (versus program information) will be collected in order to preserve respondents' anonymity.

Kevin also recommended to the group that a policy be written concerning how the results of campus surveys are to be used. For example, policy should indicate the process through which a program or area will address concerns that arise based upon survey data. This policy should be written by the OAEE Advisory Committee and will be discussed at a future meeting.

8. **Adjournment:** The meeting was adjourned at 4:10pm.