

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
12 May 2011
WW 115
2:30 p.m.**

Meeting Minutes

Present:	Kevin Rouse (Chair)	John Enamait	Sandie Loyer
	Amy Bechtol	Linda Graham	Keith Mackie
	Cathy Bitsche	Tracy Hall	David Streater
	Ken Elliott	Garrett Hinshaw	Ron Valentini
	Marvin Elliott	Erin LeGrand	Emily Whiteley

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/Action Item List:** ACOAEE 14 April 2011 meeting minutes and the “Action Item” list were updated and distributed via email on 12 May 2011 for the review of the committee.
3. **National Community College Benchmark Project (NCCBP):** The College has paid for membership with the NCCBP. Johnson County Community College National Higher Education Benchmarking Institute will be gather information on our College to be set up for comparison with other community colleges across the nation. Mr. Rouse referred committee members to the web site for additional information (<http://www.nccbp.org/>). There are currently four North Carolina Community Colleges participating, they are:
 - Central Piedmont CC
 - Southeastern CC
 - Asheville-Buncombe Technical CC
 - Forsyth Technical CC
4. **The Kansas Study:** Kevin reported that CVCC is now enrolled in The Kansas Study, a National Study of Community College Instructional Costs and Productivity.

5. **ACTION ITEMS**

- A. **Compliance Assist! Documents:** Kevin Rouse submitted the Compliance Assist! spread-sheet that projects the access levels of the persons using the Compliance Assist! program, and information has been entered according to CVCC’s organizational structure.

The first of two Administrator Site training sessions was held on 11 May 2011. Training for ACOAEE members will begin after the completion of the second Administrator Site training session.

It was announced that Compliance Assist! has plans to implement a new program allowing budget forms to be created when an assessment requiring funding is submitted. Mr. Rouse has discussed the budget form/program with Wes Bunch and will make arrangements for his review.

- B. **EAC - Blackboard Building Blocks Partner:** Kevin Rouse reported that the purchase for the EAC software was approved after the 28 April 2001 presentation, and has been ordered.
- ❖ **Kevin Rouse** will contact Mr. Christopher Heisen to set up training sessions.

- C. **Student Course Surveys Spring 2011:** Student course instructional evaluations have been distributed. Mr. Rouse reported that there is a higher student response rate and the response site has been closed.

❖ **Mr. Rouse** will download the responses and distribute them as soon as possible.

D. **Strategic Plan Retreat Information:**

- Retreat Goal: Upon completion of Tuesday day end,
 - ✓ Ideal of Focus Groups
 - ✓ How the Focus Groups will be formed
 - ✓ Items of discussion that were used to form the Focus Groups; identifying the major themes
 - ✓ Scheduling of Focus Group meetings
 - Retreat Dates: May 23 and 24, 2011 (Monday & Tuesday)
 - 08:00 a.m. – 08:30 a.m. – Continental Breakfast
 - 08:30 a.m. – 12:00 p.m. – Strategic Development Planning Discussion
 - 12:00 p.m. – 01:00 p.m. – Lunch (non-working)
 - 01:00 p.m. – 05:00 p.m. – Strategic Development Planning Discussion
 - Travel: Members will drive their personal vehicles.
- ❖ **Kevin Rouse** will provide an agenda and a map to the retreat. (additional breaks will be included in the agenda)

ACOAEE REVIEW - Kevin Rouse distributed and announced upcoming documents and information to be reviewed in preparation for the retreat:

1. Mid-Term Follow-up
2. Spring 2010 - 2011 Economic Indicators Newsletter Publications: refer to the planning trends and assumptions on pgs 4-6 of the 2007-2012 Strategic Plan
3. Analysis of the CVCC 2007-2012 Strategic Plan (SurveyMonkey): paper copies were distributed for prior consideration of comments to be input to the online survey
4. Presentation prepared by Taylor Dellinger, GISP, Data Analyst, Western Piedmont Council of Governments
 - ❖ **Kevin Rouse** will send the retreat survey link via email to ACOAEE members today after the meeting; **completion date is 18 May 2011**
 - ❖ **Kevin Rouse** will follow up with Taylor Dellinger who has agreed to attend an upcoming ACOAEE meeting in the near future

Dr. Hinshaw reported that the 2007-2012 Strategic Plan was based on our experiences and history. This assisted with laying a foundation for improvement. The 2013-2018 CVCC Strategic Development Planning is defined to be one of the most important items we will have done toward to the future of the College as individuals as well as a group. Dr. Hinshaw has requested the planning be intentional and directional in terms of what each person is going to do to accomplish CVCC's ultimate goal. This will require deep analysis and strategic thinking to accomplish all the goals that have been discussed over the last five (5) years. Dr. Hinshaw reported that working with technology information will assist with the directions of the plan.

Adjournment/Next Meeting:

- Meeting adjourned: 3:15 p.m.
- Next meeting: 23 & 24 May, 2011, Strategic Planning Retreat, The Peacock Inn, 08:00 – 05:00 p.m.