

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
14 April 2011
President's Conference Room
2:30 p.m.**

Meeting Minutes

Present:	Kevin Rouse (Chair)	Marvin Elliott	Keith Mackie
	Cathy Bitsche	Linda Graham	David Streater
	Wes Bunch	Tracy Hall	Emily Whiteley
	Cindy Coulter	Steve Hunt	
	Bill Dulin	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/Action Item List:** ACOAEE 31 March 2011 meeting minutes and the "Action Item" list were updated and distributed via email on 13 April 2011 for the review of the committee.
3. **Presidential Commendation for 2009-2010 Program Assessments Reports:** Kevin Rouse requested that Deans submit course assessments to be considered for Presidential Commendation as soon as possible. Dr. Hinshaw is prepared to make a decision after review of the submissions.
4. **EAC - Blackboard Building Blocks Partner:** Kevin Rouse inquired if members had the opportunity to review the EAC powerpoint, and if they considered this software to be an asset to the college. Mr. Rouse confirmed an annual renewable cost of \$7500.00 to the college for the usage of the software with EAC. The cost would include all aspects of the program.
 - course evaluation capabilities
 - testing capabilities
 - while Blackboard does provide testing capabilities, it does not allow for testing analysis
 - the annual license allows any CVCC instructor usage of the testing through Blackboard

Mr. Rouse and Christopher Heisen discussed the possibility of future options for EAC software to work in conjunction with Compliance Assist! software to extract information such as assessments.

Kevin received confirmation that all classes currently have access to the use of Blackboard. There will be a discussion in August 2011 to continue with this option; given that space limitations may be an issue. There are two (2) NCCCS Community Colleges currently using EAC, both reporting favorable comments (Davidson CC & Rowan-Cabarrus CC). The committee further discussed various possible advantages attainable through the use of EAC.

- ❖ Kevin Rouse will schedule a webinar for ACOAEE to review EAC on 28 April 2011.

5. **Student Course Surveys Spring 2011:** Mr. Rouse reported that the first of several hundred course surveys were sent out beginning today. He expects the distribution of the surveys to the students to be completed by next week.

The Student Services Satisfaction Surveys were sent out this morning to the last three (3) semesters of students. Already students are responding at a high volume. The survey will be taken off-line at the end of May and the responses distributed to the respective areas of operation. Mr. Rouse is suggesting that a discussion on the items (as impacted by other areas) be on the agenda of a future ACOAEE meeting.

- ❖ **Kevin Rouse** to add the Student Service Satisfaction Survey response items to a future ACOAEE meeting agenda for discussion and possible impact to other areas.

6. **Initial Assessment Form Submissions:** Mr. Rouse reported that he has received all but a couple of the Assessments Forms, and he is expecting to receive those soon.

7. ACTION ITEMS

- A. **Compliance Assist!:** The following documents have been received by Compliance Assist!,

- Academic and Operational Enhancement Plan
- Academic and Administrative Assessment Forms
- Calendar (transitional into the calendar year opposed to the academic-year)
- Organizational Charts
- Banners for Reaffirmation Module
- Budgeting Form
- Information on our assessment collection process and due dates

The next item Compliance Assist will be expecting is the completion of a spread-sheet that projects the access levels of the persons using the Compliance Assist! program after construction has been completed.

- B. **Strategic Plan Retreat:** Kevin Rouse confirmed the May 23 and 24 ACOAEE Retreat dates, and location; contracts have been received. He requested that the committee review the Mid-Term follow-up that was distributed and is available on the web-site. A discussion of the document/information will be on the agenda of an ACOAEE meeting prior to the retreat.

- ❖ Mr. Rouse will add the Mid-Term Strategic Plan follow-up to an upcoming ACOAEE meeting agenda that will take place prior to the 23 May 2011.

- C. **SACS-COC Referral Report Information:** The first meeting to discuss Distance Learning Education will be held on 19 April 2011. Mr. Rouse asked that the Deans collect information regarding the processes used by their area supervisors for Distance Education Class assessments. Mr. Rouse would like to have this information forwarded to his office by April month-end.

- ❖ **Marvin Elliott** will communicate this request to the Deans not in attendance at this meeting and identify a date that the information can be forwarded.
- ❖ **Mr. Rouse** will follow-up with a written request.

- D. **Substantive Change Committee:** The committee is actively working on the Substantive Change process, including the development of a form.

8. Adjournment/Next Meeting:

- Meeting adjourned: 3:30 p.m.
- Next meeting: 28 April 2011, Sipe Conference Room, 02:30 pm.