

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
14 January 2010
Trustee/Foundation Conference Room
3:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Ron Valentini, Keith Mackie, Garrett Hinshaw, David Streater
Bill Dulin, Amy Bechtol, Cindy Coulter, John Enamait, Linda Graham

1. **Call to Order:** The meeting was called to order at 3:30p.m.
2. **Approval of Minutes:** Minutes from the December 2009 meeting were distributed. Changes or corrections should be sent to Kevin.
3. **2009-2010 Assessment Reports:** Kevin presented a draft of the email he plans to send to alert the campus of due dates for initial submissions of the 2009-2010 Assessment Reports. Initial submissions will include Operational Objectives/Learning Outcomes, Strategic Direction & Initiatives, Measurements, and Standards of Success (i.e. the first four columns on our Annual Assessment Report Form). Upon review of the draft email, the group suggested that the initial submission deadline be moved to February 5, 2010 versus the original deadline of February 1, 2010. **Thus, initial submissions will be due February 5, 2010.** Extensive discussion regarding the purpose of our assessment process also precipitated some wording changes in the email meant to remind the campus of the importance of the process to improvement. Kevin will revise the email and resend it to the group for feedback before distributing it to the campus.

Discussion of the review process regarding assessment reports yielded a decision to use the actual reporting forms for the recording of feedback versus a separate form as was used during the last cycle. The group also decided that the Faculty/Staff/Administration Surveys will be distributed in early March versus closer to the end of the semester to make it easier to incorporate the data into annual assessment reports.

4. **QEP Report:** Amy Bechtol, QEP Director, informed the group that the analysis of data from the 2005-2010 QEP is ongoing and that rather than reconvene the 2005-2010 QEP Committee, the data would be reported during OAEE Advisory Committee meetings within the context of the 5th Year Interim Report to SACS/COC. Amy also informed the group that the 2010-2015 QEP Research Committee has been appointed and will begin to meet this semester regarding the new focus of Critical Thinking.
5. **Commission on Colleges Interim Report:** A draft of each section of the 5th Year Interim Report to SACS/COC will be **due on March 11, 2010.**
6. **Standards of Excellence:** In an effort to maintain a current and accurate OAEE website, the old section on CVCC's Standards of Excellence must be revised. Kevin's suggestion to the group is that this outdated document be replaced with our Annual Assessment Report Form showing how

the Strategic Plan is being assessed across campus. Each Strategic Direction will be listed on the form as an Administrative Objective. **Kevin asked the group to go back to the Strategic Plan and consider how the Strategic Directions are being assessed.** We will discuss this item at the next meeting.

7. **Faculty Credentials:** Please make sure that you have completed the verification of credentials process for all newly-hired employees. The group discussed who is responsible for verifying the credentials of those who teach College Student Success classes. Kevin will follow up on this question with the Personnel Office.
8. **Faculty Evaluation Reports:** Kevin informed the group that student evaluation of faculty will be taking place on Survey Monkey this semester.
9. **Next Meeting:** The next meeting will be on January 28, 2010 at 3:30p.m.
10. **Adjournment:** The meeting was adjourned at 4:50p.m.