

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

Meeting Minutes

| | | | |
|-----------------|---------------------|--------------|----------------|
| Present: | Kevin Rouse (Chair) | Linda Graham | David Streater |
| | Cathy Bitsche | Erin LeGrand | Ron Valentini |
| | Cindy Coulter | Sandie Loyer | Emily Whiteley |
| | John Enamait | Keith Mackie | |

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:**
ACOAE meeting minutes have been submitted to Mr. Rouse for review and are scheduled to be updated to the web site.

Minutes for the 2010 “Review” process will not be posted on site. A note will be posted acknowledging the meetings with a notice that the information may be obtained by contacting the OAEE Office.

3. **Plan for Referral Report:** Mr. Rouse and Dr. Mackie reported that a new committee entitled the “Distance Education Committee” will be formed on campus. One of the purposes of the committee will be to determine areas within Distance Education (and curriculum programs) where format standardization can be implemented, allowing for best practice training. ACOEE was asked to discuss the participation of this committee in the involvement of the development of the “Referral Report.” Mr. Rouse reported that participation of the committee will present an opportunity to educate the faculty on the expectations of the SACS-COC accreditation requirements and will assist the faculty in understanding how the College assures quality information in future SACS-COC reporting. The ACOAEE is supportive in these efforts.
 - ❖ ACOAEE will work with the Deans to retrieve course assessment information to assist in the development of the information provided in the “Referral Report.” The information should be discussed and analyzed by the end of March 2011. Mr. Rouse will be responsible for creation of the “Referral Report.” Mr. Rouse would like to complete the report by the end of May 2011.

4. **Response from COC (HCAM Substantive Change):** Mr. Rouse distributed copies of the response from the Commission on Colleges (COC) for the Hickory Career & Arts Magnate (HCAM) Substantive Change submitted in December 2010. Mr. Rouse reported that COC considered the reporting to be late, not due to timing, but because successful submission requires all the required elements be submitted initially. The HCAM Substantive Change Report did not include the faculty roster and therefore was not considered entirely complete. The report was accepted mainly because the report, even without the roster, was well written and provided quality information. Mr. Rouse provided an explanation of the charges associated with the various reports.
5. **Strategic Plan Development:** Mr. Rouse distributed a draft of ideals that he developed after review of the discussion regarding the 2013-2018 Strategic Plan at the previous meeting. He asked that the members review the draft for discussion and possible approval with revisions. He explained that Dr. Hinshaw liked the concept, but asked for a possible adjustment in the time frame for the retreats. Mr. Rouse reported that while the ACOAEE is not charged with the actual development of the 2013-2018 Strategic Plan, it is responsible for the organization and guidance of the development process; analysis on where we have been, where we are, where we are going. The organization and guidance of the development process are too time consuming to be accomplished within regular ACOAEE meetings; therefore, meetings focused solely on the Strategic Plan will be required. The draft provided a template for retreats and possible discussion topics and action items. The expected development plan completion date is May 2012. Members expressed the importance of pushing this out into the community, as well as continuing to allow the entire CVCC community to have some input to the Strategic Plan, a positive step in the development of the previous Strategic Plan.
- ❖ Mr. Rouse will create a discussion/comments folder on the ACOAEE Blackboard site for members to submit comments/ideas. He will make sure that all members have access to the Blackboard folder, and ask that members check the site as least once per week.
 - ❖ ACOAEE Members were requested to be prepared to discuss the ideas presented within the draft, and present any ideas they would like to share at the next ACOAEE meeting.
 - ❖ Mrs. Coates asked members to review the Strategic Planning chart created from the previous meeting for any additional information that may need to be added.
6. **Action Items:** An updated “Action Item” list will be provided. Below are some updates:
- Compliance Assist! (Kevin Rouse)
 - A purchase order has been submitted to the Business Office
 - SACS-COC Evaluators Forms (Kevin Rouse)
 - Members were reminded to complete and return the Registry forms to Mr. Rouse
 - Zogotech (Keith Mackie)
 - A ZogoTech (data-mining software) presentation is scheduled for 24 February 2011; other colleges are expected to attend; location and time will be communicated; the presentation will be recorded for those who are unable to attend
 - The 2011 Institute on Quality Enhancement and Accreditation, 17 July 2011 (Summer Institute)
 - Information not yet available; we may be able to send select ACOAEE representatives
 - 4th Annual Institute on Best practices in Institutional Effectiveness, 10-13 July 2011
 - Three (3) ACOAEE members will attend this conference:
 - Kevin Rouse – OAEE
 - Emily Whiteley – Faculty Training
 - Erin LeGrand – QEP
7. **Adjournment/Next Meeting**
- Meeting adjourned: 3:30 p.m.
 - Next meeting: 3 March 2011, Sipe Conference Room, 02:30 p.m. (tentative)