

**Advisory Committee for the  
Office of Accountability, Efficiency, and Effectiveness  
17 June 2010  
CVCC Trustee/Foundation (Sipe) Boardroom  
2:30p.m.**

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), John Enamait, Emily Whiteley, Kimberly Clark  
Cindy Coulter, Marvin Elliott, Linda Graham, Amy Bechtol, Bill Dulin,  
Steve Hunt, Cathy Bitsche

1. **Call to Order:** The meeting was called to order at 2:30p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed via email. Changes/corrections should be submitted to Kevin Rouse. Mr. Rouse asked that members specifically check the attendance section for accuracy.
3. **OAAE Wiki:** Questions were posed concerning the clarity of some of the submissions on the wiki. Mr. Rouse encouraged everyone to both email him and keep a running list of questions or concerns related to the information on the wiki that can be discussed during advisory committee meetings.
4. **Program/Area Assessment Reports:** Mr. Rouse reported that most 2009-2010 assessment reports had been submitted. He thanked supervisors for following up with those areas who had not submitted their reports on time. Review of the reports will begin in July. Areas of focus for full review are the School of Business, Industry, & Technology and Student & Technology Services. Supervisors will provide reports on all other areas.
5. **Budget:** Mr. Rouse spoke on behalf of Wes Bunch, informing the group that budget requests will be reviewed by a committee consisting of Bill Dulin, Dr. Hinshaw, Kevin Rouse, Keith Mackie, and Wes Bunch. The review committee's task will be to determine priorities for budgeting. Priorities will be set based upon the tie of the request to an area's operational objectives or learning outcomes. Thus, this tie must be made clear on the budget request form in the last column. Group discussion reflected that the group supported the adoption of a new process tying budget to assessment, but there were questions concerning the efficiency of the process as proposed. The specific question was whether or not each line item must be tied to a particular objective or learning outcome. Mr. Rouse asserted that each item should be tied to an area's assessment plan in order to demonstrate its priority, regardless of whether the request is to maintain current level of funding or to increase funds for a particular line. Mr. Rouse will hold a support/work session on Thursday, 24 June 2010, at 2:30 in the Trustee/Foundation (Sipe) Boardroom for anyone who needs help completing their budget request.

6. **Adjournment/Next Meeting:** The meeting was adjourned at 3:45pm. The next meeting will be 1 July 2010 at 2:30p.m.