

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
18 November 2010
President's Board Room
2:30p.m.**

Meeting Minutes

Present:

Kevin Rouse (Chair)	Cindy Coulter	Shawn Mull
Amy Bechtol	Marvin Elliott	David Streater
Cathy Bitsche	John Enamait	Emily Whiteley
Wes Bunch	Steve Hunt	
Kimberly Clark	Erin LeGrand	

Recorder: Sheila Coates
❖ = Action Items

1. **Call to Order:** The meeting was called to order at 2:30 p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed via email. Changes/corrections should be submitted to Kevin Rouse.
3. **New Member Introduction:** Mr. Rouse introduced new members to the ACOAEE.
 - Appointed Faculty Senate Representatives:
 - Shawn Mull, Instructor, Business, Industry & Technology, Automotive Systems
 - Kristy Wooten, Instructor, Academics & Fine Arts, English
 - Sandy Loyer, Director, Academics & Fine Arts, Basic Skills Education
4. **Interim Report Status:** Mr. Rouse expects to receive the SACS Committee review feedback on the Interim Report sometime in January or mid February.

Mr. Rouse suggested posting the Interim Report on the intranet, excluding personalized information, APR reports, and any other items that should remain confidential.

- ❖ The committee agreed that this would be an asset to the College staff to review the type of information and documents used for SACS reaffirmation.
5. **Institutional Research Board:** Mr. Rouse reported that the ACOAEE has been charged with developing an Institutional Research Board (IRB) to review campus requests for various types of research and internships. Kevin will schedule meetings, assist with the review of information, and the development of an IRB. Additional sources for research information were discussed.
 - ❖ ACOAEE members on the committee assigned to the development of the IRB are Amy Bechtol, Kimberly Clark, and David Streater. The IRB review committee will present their findings to the ACOAEE for review, and then to the President's Cabinet.

6. **Strategic Planning – 2007-2012 Completion & 2013-2017 Development**

Strategic Planning discussions for the completion of 2007-2012, and the development of 2013-2017 is postponed until Dr. Hinshaw's schedule allows for his attendance.

Mr. Rouse adjourned the meeting for the ACOAEE full committee and requested that the members traveling to the SACS-COC 2010 Annual Conference on December 3, 2010, remain to discuss the arrangements for the conference.

7. **SACS-COC Annual 2010 Conference, Louisville, KY:** Mr. Rouse distributed conference brochures. Members discussed plans for

- departure to and from the airport, hotels, and conference;
- flight, luggage, and vehicle parking;
- lodging accommodations (providing personal credit card information at check-in);
- expenses, travel reimbursement information, and payment of flights
- President's Discussion Dinner (Saturday, December 4) location and time;
- departure meeting on Monday, December 6;
- lodging, conference/sessions, and flights confirmations provided via email.

Members attending the conference are:

Amy Bechtol	Garrett Hinshaw
Cathy Bitsche	Keith Mackie
Wes Bunch	Kevin Rouse
Kimberly Clark	David Streater
Marvin Elliott	Emily Whiteley
John Enamait	

8. **Adjournment/Next Meeting:** The meeting was adjourned at 3:45 p.m. The next meeting is scheduled for December 16, 2010, Sipe Conference Room.