

**Advisory Committee for the  
Office of Accountability, Efficiency, and Effectiveness  
19 November 2009  
CVCC President's Boardroom  
3:30p.m.**

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), Ron Valentini, Cindy Coulter, Keith Mackie, Marvin Elliott, John Enamait, David Streater, Linda Graham, Bill Dulin, Ken Elliott, Steve Hunt, Wes Bunch, Dr. Garrett Hinshaw, Amy Bechtol

1. **Call to Order:** The meeting was called to order at 3:30p.m.
2. **Approval of Minutes:** Minutes from the previous meeting are not complete. They will be distributed for approval soon.
3. **Assessment Review Status:** Review forms have been distributed to area supervisors. Kevin asked everyone to keep in mind that the review committee was tasked with being critical. Comments from reviewers were meant to assist in approving the assessment process within particular areas. In the event that people have questions about their review forms or wish to make comments regarding the process, feel free to contact either Kevin or Amy.
4. **Faculty Evaluation and Server Concerns:** Kevin has regained access to the student survey tool. Unfortunately, students may only access surveys from on campus. Kevin will be working with Keith and the associate deans to complete this semester's evaluation process. The links to the surveys will be open until December 15, 2009.

For future survey needs, Kevin reported that he will be proposing the use of Survey Monkey, a low-cost online survey tool. The plan is to use Survey Monkey for a year while a student group examines the problem of survey access and proposes a solution as part of a class service-learning project.

This semester we will also pilot the supervisor evaluation form. Discussion in earlier meetings revealed that revision of this tool may be necessary in the future, but for the sake of continuity in the evaluation cycle, we will use it to evaluate the group of faculty who were evaluated by students last spring.

5. **Membership Update:** Following up on discussion from the last meeting, two faculty members have been identified to represent their Schools on the committee. As suggested, Emily Whiteley will represent the School of Academics, Education, and Fine Arts for a year term. Cathy Bitsche will represent the School of Health Services. The other two faculty seats are still vacant. Kevin will contact Brice Melton, chair of the Committee on Committees within the Faculty Senate to talk about options for populating these seats.

6. **Commission on Colleges – Interim Report:** Kevin distributed copies of *The Principles of Accreditation* and the format guideline for the Fifth-Year Interim Report to committee members. He led the group in a discussion of each of the 14 compliance items to be addressed in the abbreviated compliance certification portion of the Interim Report. In the course of the discussion of each item, the group decided who would be primarily responsible for writing the corresponding section for the Report. Assignments were as follows:
1. **Number of full-time faculty** – Kevin and Human Resources staff; primary writer = **Kevin Rouse**
  2. **Student Support Programs** – Student Services, Learning Assistance Center, Center for Teaching Excellence, CVCC Library, The Writing Center, Multicultural Affairs, Student Engagement, Linda Graham for the Alexander County Center, and John Enamait for the Newton Center; primary writers = **Tim Peeler & Jerry Sain**
  3. **Qualified administrative and academic officers** – Kevin and Human Resources staff; primary writer = **Kevin Rouse**
  4. **Outcomes assessment** – Associate Deans, Dean of Curriculum, & Kevin; primary writers = **Keith Mackie & Kevin Rouse**
  5. **Admissions policy consistent with mission** – Admissions Staff, Cindy Coulter; primary writer = **Laurie Wegner**
  6. **Qualified program coordinators** – Associate Deans, Dean of Curriculum; primary writer = **Keith Mackie**
  7. **Physical facilities** – Melinda Smith, Wes Bunch, Linda Graham, John Enamait; primary writer = **Melinda Smith**
  8. **Course completion, licensing exams, job placement** – Kathy Carey, Kevin Rouse, Linda McDaniel, & Cindy Coulter; primary writer = **Kevin Rouse**
  9. **Curriculum directly related to institution and degrees** – Associate Deans, Dean of Curriculum; primary writer = **Keith Mackie**
  10. **Policies available to students** – Bill Dulin, Mary Miller, & Cindy Coulter; primary writer = **Bill Dulin**
  11. **Program length** – Associate Deans, Dean of Curriculum; primary writer = **Keith Mackie**
  12. **Student complaints** – Bill Dulin & Cindy Coulter; primary writer = **Cindy Coulter**
  13. **Recruitment materials** – Mary Miller, Laurie Wegner, & Human Resources; primary writer = **Laurie Wegner**
  14. **Financial Aid** – Debbie Barger & Bill Dulin; primary writer = **Debbie Barger**

**Amy Bechtol** will be responsible for writing Part V: **The Impact Report of the Quality Enhancement Plan**. Information from the 2005 reaffirmation study will be provided to each person in charge of writing a section. Kevin will also email a link to everyone for the SACS Resource Manual.

7. **Timelines for Submission Update:** Kevin submitted a reporting timeline (follows on next page) for the Interim Report as well as the next assessment cycle submissions.

DATE	ACTION
3-Dec-09	Assignments for Interim Report Narratives Established
1-Feb-10	Submission of Learning Outcomes/Operational Objectives (with Strategic Directions & Initiatives, Measurements, and Standards of Success)
14-May-10	Submission of Completed 2009-2010 Assessment Reports
2-Aug-10	Submission of Interim Report Compliancy Narratives and Documentation to OAEE
1-Sep-10	Submission of Interim Report to the Commission on Colleges

8. **Adjournment:** The meeting was adjourned at 4:45p.m.