



4. **Strategic Plan Development:** Mr. Rouse reminded members to review the Strategic Planning information posted on the OAEE Blackboard site and to continue posting their comments/suggestions.
- Dr. Hinshaw will address the issue of providing compensation for ACOAEE members not on contract during their participation at the Strategic Planning Development retreats
  - The Peacock Inn location is being considered for the 2-day retreat (23, 24 May 2011)
5. **Administration and Academic Assessment Reports:** Mr. Rouse reminded members that the initial assessment reports were due in November 2010.
- Administration – Operational objectives and measurements
  - Academic – Learning outcomes
  - ❖ Kevin Rouse is in the process of reviewing the assessment reports and will contact those who have not sent in their reports; due date 7 April 2011

## 6. ACTION ITEMS

### A. Institutional Review Board (IRB)

**Correction:** Formerly identified as the Institutional Research Board

Develop an Institutional Review Board to review campus requests for various types of surveys.

- Kim Clark has agreed to head the committee
- Work in progress: third meeting held 10 March 2011
- Development results will be submitted to the ACOAEE members for review
  - ACOAEE will submit development results to the President's Cabinet for approval
- ❖ **Kevin Rouse** will check with the NCCCS Offices concerning the availability and costs of IRB member training through the State office

### B. Compliance Assist!:

Mr. Rouse reported that he is in the process of compiling the items to be sent to Compliance Assist! Below is a list of some submissions Mr. Rouse is planning to send:

- Academic Program Learning Outcomes Assessment Report Form Template
- Campus Assessment Calendar (transitioned to Calendar Year Assessments)
- Administrative Area Operations Objective Assessment Report Form Template
- Annual Budget Request Form (with possible changes)
- \*Organizational Charts
- \*Academic and Operational Enhancement Plan

\*Change requests to the org charts have been forward to the Vice Presidents for review and approval. Approved changes should have been submitted for online updates.

\*Mr. Rouse distributed a copy of the Academic and Operational Enhancement Plan and reported that the some of the information will need to be updated. One of the items within the plan was to forward program assessments to Dr. Hinshaw for Presidential recognition.

- ❖ **ACOAE Members** have been charged with reviewing the requested changes to the online organizational charts for their areas. Members are also asked to review the Academic and Operational Enhancement Plan for any additional required editing and submit their findings to Sheila Coates for collection and forwarding to Mr. Rouse. He will compile to information for review of the committee.
  - deadline for review of online org charts is set for Monday, 28 March 2011
  - deadline for review and forwarding of editing requests of the Academic and Operational Enhancement Plan is set for Wednesday, 30 March 2011
- ❖ **Kevin Rouse** will review the 2010 Assessment Review Committee results to identify the programs that should be submitted for Dr. Hinshaw's consideration as potential recipients of Presidential Commendations.

C. **COC Evaluators:** The recommendation letter from Dr. Hinshaw and the evaluator forms were mailed to Dr. Jack Allen at SACS-COC on 21 March 2011. Member names submitted will be placed in the Registry. SACS-COC usually sends a request(s) to join a Review Committee to a member(s) 2-3 months in advance. Mr. Rouse provided a brief explanation of the review committee process.

D. **Institute on Quality Enhancement and Accreditation (Summer Institute):** The information for this conference is now available online. A budget has been submitted to Dr. Hinshaw for review.

E. **Instructional Evaluations:** Mr. Rouse has received the instructional evaluations and is in the process of building the report.

The discussion with Bob Shave regarding the Davidson County Community College (DCCC) evaluation process using Blackboard revealed there is a strong possibility that an additional software package is being used in conjunction with Blackboard. Mr. Shave reported that there are other components in Blackboard that will allow for various options for student surveys. The committee discussed survey evaluation options.

- ❖ Kevin Rouse will schedule further discussions regarding Blackboard survey options with Mr. Shave.

F. **Student Engagement:** Erin LeGrand submitted an email for review regarding her conversations regarding student engagement with Nido Qubein, President, Highpoint University, and Dr. Donald Scarborough, VP for Community Relations.

Ms. LeGrand reported on the usage of the Foursquare social media platform used with iPhone at and by businesses, allowing users to communicate their social events planning at various locations. Members discussed the possibilities for College use of this media platform and FaceBook.

- ❖ Erin LeGrand will send information to Mary Miller, Linda Lutz, and Anne Williams for review towards student engagement and College usage.

7. **OTHER ACTION ITEMS DISCUSSIONS:** Mr. Rouse has requested that members review the entire Action Item list and attempt to complete as many as possible.

- **Strategic Plan Development**

- ❖ Members were requested to review Dr. Hinshaw's response to the Strategic Plan on the OAE web site. He will send the members a direct link to the site.

8. **Adjournment/Next Meeting**

- Meeting adjourned: 3:30 p.m.
- Next meeting: 31 March 2011, Sipe Conference Room, 02:30 p.m.