

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
25 February 2010
CVCC Foundation/Trustee Boardroom
3:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Ron Valentini, Amy Bechtol, Laurie Wegner, Cindy Coulter, Keith Mackie, Linda Graham, Bill Dulin, Cathy Bitsche, Marvin Elliott, John Enamait

1. **Call to Order:** The meeting was called to order at 3:45p.m. Kevin Rouse called the meeting to order with the reading of a letter from SACS/COC confirming that our elimination of pre-majors will not serve as a substantive change for the institution.
2. **Approval of Minutes:** Minutes from the February 11, 2010 meeting were distributed. Changes/corrections may be submitted to Kevin Rouse. Minutes from January 28, 2010 were approved and have been submitted for addition to the OAEE website.
3. **QEP Report:** Amy Bechtol reported that the 2010-2015 QEP Research Committee has begun to meet in small groups to define critical thinking. She has created a special Blackboard site for the committee members to post information and hold additional online discussions between small groups. Guest access is allowed, so if anyone who is not on the committee is interested in following the conversation, please let Amy know to enroll you to the site as a guest. The committee members will be sending their reports related to their areas' assessment reports and critical thinking to Amy by tomorrow, February 26, 2010.
4. **VenturePrise:** Ron Valentini gave a report on the CVCC VenturePrise Center. He oriented the group to the new Center's mission and vision and encouraged OAEE Advisory Committee members to participate by completing the CVCC Employee Resource Inventory. This survey is meant to help the VenturePrise Center connect CVCC employees with opportunities to provide their expertise on behalf of CVCC to our stakeholders in business and industry. The Associate Deans were asked to mention the survey in their instructional council meetings to encourage curriculum faculty to participate. Ron also talked to the group about having a more flexible future-focused perspective and shared interesting information from the Communities of the Future group. He invited OAEE Advisory Committee members to check out CPCC's Futures Institute website and think about the possibility of forming such a program at CVCC.
5. **2009-2010 Assessment Reports Update:** Kevin reported that the 2009-2010 initial submission assessment reports are still coming in to his office. He has

begun to review them and thus far they look very good. Kevin emphasized that the continued improvement and growth of the assessment process will be directly related to the attitudes about it that campus leaders express. He asked that all Advisory Committee members continue to stress the importance of assessment to their direct reports.

Marvin Elliott reported that the two major comments he has heard from personnel in his school are about changing the format of feedback and discrepancies between reviewers' feedback. The format of feedback will be reviewed and changed before the next review. In relation to discrepancies between reviewers' feedback, the group discussed providing more training for reviewers in addition to holding more training sessions for others on campus.

Bill Dulin asked about the purpose of the review committee, wondering if the scope would move beyond a critique of the assessment work at some point. Kevin responded that the scope would grow over time and that the intent is that the review committee will eventually make recommendations about budget and programming based on the data presented in the assessment reports.

- 6. Strategic Plan Directions & Initiatives:** Kevin reported that many Advisory Committee members have not yet submitted their Strategic Plan Assessment Reports which were due on February 12, 2010. Because of the importance of getting these reports completed, Kevin will be available during the following times in the President's Boardroom to assist Committee members with completing this task:

Tuesday	March 2, 2010 –	9:00 a.m. to 12:00 p.m.
Wednesday	March 3, 2010 –	9:00 a.m. to 1:00 p.m.
Thursday	March 4, 2010 –	10:00 a.m. to 1:00 p.m.
Friday	March 5, 2010 –	9:00 a.m. to 3:00 p.m.

As a reminder, the task at hand is to look in our own areas or programs to find where we are measuring the Strategic Initiatives from the Strategic Plan. This information can be found easily by looking at our assessment reports in the column labeled "Strategic Direction and Initiative." The operational objectives should then be recorded on the "College Strategic Plan Annual Assessment Report" form that Kevin emailed to us previously. Those reporting on academic programs need not report specific learning outcomes, but need only list a particular program (e.g. Social Science Program Outcomes) where the Initiative is being measured in the "Objective or Outcome" column on the form. Those reporting on administrative areas should copy and paste the actual operational objective into this column. A new due date for this report will be discussed at the next meeting.

- 7. Commission on Colleges- Interim Report Update:** Advisory committees were reminded that draft reports with suggestions for documentation are due by March

- 11, 2010. The times listed above for help with the Strategic Plan Assessment Report are available for help with interim report drafts as well.
8. **Other Business:** Kevin asked the group to have revisions to institutional surveys to him by March 5, 2010. He reported that a review of the faculty teaching ACA 111 revealed that most have masters degrees. Finally, he reminded everyone to refer to the 2/16/10 email from SACS/COC when writing interim reports, especially with respect to sections on distance education.
 9. **Next Meeting:** There has been a time change for the next meeting to accommodate Dr. Hinshaw's schedule. The next meeting will be March 11, 2010 at 2:30p.m. in the Foundation/Trustee Boardroom.
 10. **Adjournment:** The meeting was adjourned at 4:55p.m.