

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
27 January 2011
Sipe Conference Room
2:30 p.m.**

Meeting Minutes

Present:

Kevin Rouse (Chair)	John Enamait	David Streater
Cindy Coulter	Linda Graham	Ron Valentini
Cathy Bitsche	Sandie Loyer	Emily Whiteley
Bill Dulin	Keith Mackie	
Marvin Elliott	Shawn Mull	

Recorder: Sheila Coates
❖ = Action Items

1. **Call to Order:** The meeting was called to order at 2:30 p.m.

2. **Software Discussion:** ACOAEE members discussed their opinions of the each of the three (3) Assessment/Accreditation software presentations offered by TaskStream, Tk20 and Compliance. The consensus was to explore the purchase and use of Compliance Assist! for one year, with the option for an extended 3 year contract at the same cost.
 - ❖ Mr. Rouse will contact Mr. Griffin Brock to negotiate the terms of a purchase, and will present the quote to Mr. Bunch for approval.

3. **Evaluator Information Forms:** Mr. Rouse reported that he has received some of the Evaluator Information forms for the SACS-COC Visitation Registry. He requested that the remainder of the outstanding forms be completed and sent to him for submission to Dr. Jack Allen for approval. Staci Wilson, CVCC Director of Library Services, has also been recommended to join the Registry. Mr. Rouse provided a brief explanation of the responsibilities of the evaluators, and the process of the institution evaluations. He explained that while the responsibilities are demanding, the learning benefits will be of substantial benefit to CVCC. ACOAEE members completing Registry forms are listed below:

Amy Bechtol	QEP	Marvin Elliott	Instructional Admin
Cathy Bitsche	Instructional	John Enamait	Instruction Admin
Wes Bunch	Fiscal Affairs	Keith Mackie	Instructional Admin
Kimberly Clark	Instruction Admin	Emily Whiteley	Instructional
Cindy Coulter	Support Services	Staci Wilson	Library/Learning Resources
Bill Dulin	Support Services		

4. **Response to the Fifth-Year Interim:** Mr. Rouse discussed the SACS-COC response to CVCC's Fifth-Year Interim report. CVCC has been requested to send a Referral Report on CVCC's evaluation of the effectiveness of Distance Learning Education. Mr. Rouse reported that the response letter comments reflected high reviews regarding CVCC's QEP and the Center for Teaching Excellence & Research (CenTER).
 - ❖ Mr. Rouse and Mr. Mackie will work together to develop a Referral Report development plan (the report is due by 7 September 2011).

5. **Action Items:** An updated "Action Item" listing was distributed to the ACOAEE members via email for review prior to this meeting. New items were added as a result of the meeting discussions and agenda items.

6. **Adjournment/Next Meeting:** The meeting was adjourned at 3:30 p.m. The next meeting is scheduled for 3 February 2011, Sipe Conference Room, 2:30 p.m.