

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
27 July 2010
CVCC President's Boardroom
2:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), John Enamait, Emily Whiteley, Kimberly Clark
Cindy Coulter, Amy Bechtol, Bill Dulin, Ken Elliott, David Streater
Steve Hunt, Cathy Bitsche, Ron Valentini

1. **Call to Order:** The meeting was called to order at 2:30p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed via email. Changes/corrections should be submitted to Kevin Rouse.
3. **Annual Assessment Report Review:** Mr. Rouse oriented the group to the upcoming annual assessment report review process. Whereas last year a subcommittee of the OAEE Advisory Committee reviewed all assessment reports across college academic programs and administrative areas, this year the full Advisory Committee will give focused review to the School of Business, Industry, and Technology and the Student and Technology Services area. Supervisors from the areas and programs not undergoing focused review will report to the Advisory Committee based upon their own review of the assessment reports in their areas of responsibility.

After explaining the review process, Mr. Rouse presented CDs to members of the group containing information for the review process. Contained on each CD are the annual assessment reports for all programs and administrative areas from 2008-2009 and 2009-2010, Annual Program Reviews (APRs) for 2008, 2009, and 2010, and Maximum Efficiency Reports for 2006-2007 and 2007-2008. Mr. Rouse reviewed the information contained in an Annual Program Review and in a Maximum Efficiency Report to make sure that everyone understood how to interpret the data contained in these reports. He was careful to point out how certain graphics and statistics contained in the reports could be misinterpreted without seeing them in their proper context. Mr. Rouse then reminded the group that an evaluation form will be used by all members on the review team to ensure a standard review of the program and administrative area receiving full review. This form will be emailed to each member before the next meeting and was already distributed during a meeting in June.

Finally, Mr. Rouse reminded everyone that the purpose of the review of areas and programs is to offer insight and guidance related to the assessment process (e.g. coaching on measures or writing up the use of results section) and to ask questions when troubling data are presented to assist leaders in the evaluation of

their programs. Members should be ready with their commentary on the programs within the School of Business, Industry, and Technology and the Student and Technology Services administrative area for the next meeting.

4. **Adjournment/Next Meeting:** To expedite the review process, we will meet again this Thursday, July 29, 2010, at 2:30 in the Sipe Board Room. The meeting was adjourned at 3:20p.m.