

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
27 May 2010
CVCC Foundation/Trustee Boardroom
2:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Ron Valentini, Amy Bechtol, Cathy Bitsche, Cindy Coulter, Keith Mackie, John Enamait, Marvin Elliott, David Streater, Wes Bunch, Emily Whiteley, Steve Hunt, Garrett Hinshaw

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. Changes/corrections should be submitted to Kevin Rouse.
3. **QEP Report/Wiki for 5th Year Interim Report:** Data analysis for the 2005-2010 QEP continues. No report at this time. Amy introduced a new wiki created to provide a central location for all documentation, data, drafts, and information related to the 5th Year Interim Report to SACS/COC. She also gave instruction to Committee members on uploading materials to the site and enrolling additional members. The group agreed that it could be valuable for others to view the site, but they should be enrolled as participants rather than content builders. Kevin asked that members upload drafts of their portions of the Interim report into the drafts area. Also, members should check the Data and Information area to make sure that the documentation related to their narratives is there. If not, upload it or request assistance from Kevin.

Changes/Additions to the Site: Dr. Hinshaw asked that Amy add an area to the site where Interim report assignments can be placed to help ensure that everyone is aware of their responsibilities pertaining to the report. Kevin asked that Amy add a discussion board so that members can ask each other questions as well as share observations regarding documentation. These additions will be made before the next meeting. Amy also invited members to contact her should they have any problems working with the wiki.

4. **Program/Area Assessment Reports:** Final 2009-2010 assessment reports were due on May 14, 2010. Most areas submitted their final reports on or shortly after the due date. Kevin will be distributing a list to supervisors to make them aware of areas not submitting final reports. After all reports are in, the thank-you letter and submission calendar for the next cycle will be distributed across campus via email. An initial look at the submitted reports reveals much improvement in understanding of the assessment process.

5. **Instructional Surveys for Spring 2010:** Kevin is still working on organizing the data from the instructional surveys. Marvin Elliott requested that Kevin organize the data by department so that department heads only have access to surveys completed on instructors in their own departments. Kevin agreed to organize the data by department. He also agreed to archive all of the data gathered and provide a copy of the archive CD to the personnel office. Finally, Kevin asked that Keith Mackie and all of the associate deans provide feedback on the format when they receive the data.

6. **Other Business:**

Assessment Report Review Process – The areas for full review for this assessment cycle will be the academic programs within the School of Business, Industry, & Technology and the administrative areas falling under Vice President Bill Dulin. Instead of the review team dividing up all areas for focused review as was done during the last cycle, supervisors will evaluate reports for their areas of responsibility and report to the review team. This process will ensure that each academic school and administrative area will be fully reviewed by the OAEE Advisory Committee every four years and annually by area supervisors. Exceptions to this process will be if a particular program or area has significant external or curricular changes. In such cases, these areas would fall under full review.

Assessment Report Forms – Cindy Coulter suggested a change in the form from a columnar layout to a row layout to facilitate reporting in a narrative style. All column headings would remain the same, but would become labels for rows. The group agreed that this would be a significant improvement. Kevin asked Cindy to develop a draft for the next meeting.

7. **Adjournment/Next Meeting:** The next OAEE Advisory Committee meeting will be on June 3, 2010 at 2:30pm in the Foundation/Trustee Boardroom. The meeting was adjourned at 3:45pm.