

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

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, Amy Bechtol  
Cindy Coulter, Keith Mackie, Ken Elliott, David Streater, Steve Hunt,  
Linda Graham

1. **Call to Order:** The meeting was called to order at 3:30p.m.
2. **Approval of Minutes:** Minutes from the January 14, 2010 meeting were distributed. Changes/corrections may be submitted to Kevin Rouse. Minutes from December 10, 2009 were approved and have been submitted for addition to the OAEE website.
3. **2009-2010 Assessment Reports:** The email alert regarding initial submissions for the 2009-2010 Assessment Reports was sent last week. Kevin expressed thanks to supervisors for distributing the email to their direct reports. Assessment training is ongoing and encouraging as many people who are requesting assistance need help with refining their objectives or learning outcomes versus understanding basic assessment concepts.
4. **QEP Report:** Amy Bechtol, QEP Director, reported that the College Delegate Assembly of the Commission on Colleges has adopted two changes to its *Principles of Accreditation* that relate to the Quality Enhancement Plan and which are effective January 1, 2010. One change was the creation of a new Comprehensive Standard (CS 3.3.2) regarding the QEP. The wording of this new Standard is very close to the previous Core Requirement related to the QEP. This change will not impact the current CVCC processes related to the QEP. The second change is a revision to Core Requirement 2.12, and it will have an immediate impact on CVCC's 2010-2015 QEP. This core requirement now reads:

“The institution has developed an acceptable Quality Enhancement Plan (QEP) that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution.”

This revision makes it clear that the focus of the QEP should be chosen based upon data derived from our OAEE assessment process. Previously, with regard to the choosing of a QEP focus, the *Principles* stated that the QEP “...includes broad-based involvement of institutional constituencies in the development and

proposed implementation of the QEP.” We chose our 2010-2015 QEP focus of critical thinking with this requirement in mind, so a survey was distributed to CVCC students, faculty and staff, the CVCC Board of Trustees, and all of the community advisory committees connected to CVCC degree programs. In light of the new requirement, Amy suggested that the new QEP Research Committee consult the OAAE Assessment Reports for their areas to ensure that critical thinking is a campus-wide concern in the context of institution-wide assessment. The group agreed, and this assignment will be given to the members of the QEP Research Committee when it meets on February 1, 2010. Amy distributed a roster for the QEP Research Committee so that the group could evaluate the representativeness of the membership. Dr. Hinshaw suggested that Crystal Glenn be added to the committee. Amy will invite her to join.

Further, Amy suggested to the group that as the CVCC Strategic Plan is the foundation for the OAAE assessment process, the Plan needs to be revised so that there is an initiative under which the QEP would naturally fall. The addition of such an initiative would form an undeniable connection between the Institution’s assessment process and the QEP. The suggested revision to the Plan follows:

Initiative to be added under Strategic Direction #1, “Embracing Academic Excellence by...”

New Initiative: “Promoting and maintaining a culture that creates and welcomes emerging opportunities to enhance stakeholder learning, the College will...”

After group discussion, Kevin asked the group if there was a motion regarding the submission of this change to the Strategic Plan. Steve Hunt moved that the change be submitted, Dr. Hinshaw seconded the motion, and the group unanimously voted that Kevin would present the revision to the President’s Cabinet for approval.

5. **Reminder – Commission on Colleges – Interim Report:** Kevin reminded the group that they should have created drafts of their sections of responsibility for the Interim Report by March 11, 2010. He also reminded the group to use the resources he has provided them (e.g. Interim Report Assignment List, copies of last compliance report). Finally, Kevin invited the group to call him with questions.
6. **ACA 111 Credentials:** Following up on a previous conversation about verification of credentials to teach College Student Success (ACA 111), Kevin reported that there is no current process in place for this verification. Keith Mackie will verify the credentials of these instructors on a single verification form. Kevin will assist Keith by obtaining a list of all current ACA 111 instructors.

7. **Standards of Excellence/Strategic Plan:** At the previous meeting, Kevin asked Advisory Committee members to look at the Assessment Reports for their areas and note where particular Strategic Initiatives are being addressed. Kevin presented a new form to the group where this information will be recorded for the purpose of demonstrating campus-wide connection to the Strategic Plan. Once the form is populated, it will be posted to the OAEE website. Kevin asked the group to use the form to fill in information from their areas by Friday, February 12, 2010. If members send the information to Kevin earlier, he will incorporate it into the form to expedite discussion at the **next meeting on February 11, 2010**.

After group discussion regarding the form, the Committee decided that the addition of status boxes to the form would be desirable. These boxes would appear after strategic initiatives and might read, "Complete," "Not Complete/Continued," and "Not Complete/Re-evaluate." The boxes would facilitate continuous evaluation and improvement of the Strategic Plan.

In the context of discussing the new form, a suggestion regarding the general OAEE assessment process was made by Cindy Coulter. She suggested that an opportunity for academic departments and administrative areas to evaluate their learning outcomes or operational objectives be incorporated into the campus wide professional development day held each fall and spring semester. Amy will take this suggestion to the Professional Development Committee.

8. **Other Business:** Kevin reported that the Faculty are currently reviewing their Core Competencies under the direction of Keith Mackie. Kevin will direct the Staff as they begin work to adopt and/or develop their Core Competencies.
9. **Adjournment:** The meeting was adjourned at 4:52pm.