

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

**Meeting Minutes**

<b>Present:</b>	Kevin Rouse (Chair)	Cindy Coulter	Shawn Mull
	Cathy Bitsche	Linda Graham	David Streater
	Wes Bunch	Erin LeGrand	Ron Valentini
	Kimberly Clark	Keith Mackie	Emily Whiteley

**Recorder:** Sheila Coates  
❖ = Action Items

1. **Call to Order:** The meeting was called to order at 2:30 p.m.
2. **Update on Past Minutes:**  
ACOAE 17 February meeting minutes were emailed to members on 22 February 2011 for review and updated to the web site on 1 March 2011.

All minutes from past meetings have been updated to the OAEE web site. Members were asked to review the “Action Item” list, updated and distributed via email on 2 March 2011.

The Fifth-Year Interim Report is also published on the OAEE web site for review.

3. **Strategic Plan Development:** Mr. Rouse reported that most of the comments posted in online the Strategic Plan discussion folder referred to reducing the retreat from consecutive three (3) days to two (2) days. He also requested that members post their comments/suggestions regarding the plan on the site so that he can incorporate their ideas in the presentation to the President’s Cabinet. The current schedule for the three (2-day) retreats are as follows:
  - **Spring Retreat:** review and discussion of the 2007-2012 Strategic Plan
    - Spring dates for approval by the President are: May 18 & 19, or May 23 & 24
  - **Summer Retreat:** review of the information collected for the 2013-2018 Strategic Planning
  - **Late Fall/Early Spring:** planning and development of the 2013-2018 Strategic Plan information

Mr. Rouse requested that members consider “Boards” that should be considered for representation during the Strategic Planning development process, and send their recommendations to him by 9 March 2011.

- ❖ Mr. Rouse will present the retreat proposal to President’s Cabinet on 14 March 2011 for approval, and confirm the 2013-2018 Strategic Planning Development Retreat dates.

4. **Response to COC (HCAM Faculty Roster):** Mr. Rouse thanked members for their work on the response to COC regarding the HCAM faculty roster. His plan is to mail the response to COC next week to meet the deadline of 11 March 2011.
5. **Spring 2011 Instructional Evaluation Rosters:** Mr. Rouse reported that he is currently downloading all the fall 2010 instructional evaluations. Dr. Mackie presented the forms to the Deans for approval of the new reporting. Mr. Rouse is requesting that the Deans begin considering the faculty who need to be evaluated for the spring 2011 instructional courses.
- ❖ Mr. Rouse will complete the evaluation printing by next week for distribution to the faculty members.
  - ❖ The Deans have been requested to provide Mr. Rouse with the roster for the spring 2011 evaluations by 17 March 2011.
6. **Student Center/Engagement:** Mr. Rouse commented on the improved student engagement occurring in the New Student Center. He encouraged members to evaluate and share their comments on the possibility of the development of a survey/study to identify the elements contained in that environment that may have caused that type of engagement, and how much of that could be translated into an academic arena; (improvements that could be incorporated within classroom and campus environment). Discussions with Dr. Hinshaw identified the following areas that may assist in such a survey/study:
- Psychology
  - Graphic Arts & Imaging
  - Campus Beautification
- Discussions were held regarding the Highpoint University environment.
- ❖ Erin LeGrand will provide some research on the ideas developed by Nido R. Qubein, President of Highpoint University.
  - ❖ Mr. Rouse will create a discussion thread on the OAEE Blackboard site for members to share their ideas and present information on student engagement in upcoming meetings.
7. **Education Matters (Tracy Hall):** Mr. Rouse motioned that Tracy Hall, Executive Director of Education Matters, become a member of the ACOAEE for the duration of the 2013-2018 Strategic Planning Development period. Tracy is one of the main connections between CVCC and the public school system. Mr. Rouse reported that Education Matters will play a strong part in Graduate Guarantees, and if CVCC's academic excellence is to be sustained as one of our major driving initiatives, there is a need to have someone who is representative of transitions as potential students move into the community. Present members were in agreement with this motion.

## 8. ACTION ITEMS

**Compliance Assist! Update:** The contract is expected to be signed within the next couple of days. Mr. Rouse participated in a conference call discussion with the Compliant Assist! representatives listed below. Kristen and Meghan have been assigned to conduct set up and training for CVCC. Mr. Rouse is expecting to receive emails from Kristen and Meghan identifying information they require to begin the set up process by early next week.

- Griffin Brock, Product Specialist
- Kristen Rohde, Client Services-Planning & Program Review
- Meghan Campbell, Web Applications Specialist-Accreditation and Credentials
- ❖ ACOAEE members have been charged with reviewing the accuracy of the organizational charts for their areas

- ❖ Sheila Coates will work with the administrative and academic areas to secure org charts or excel spreadsheets that outlines the departments/units to document goals, outcomes
- ❖ Kevin Rouse will work with Community Relations, Graphic Arts & Imaging, as well all others to provide logos, images, color schemes, and any other design related materials that can be provided to assist with the development of a few concepts for institution to review, as well various forms currently used in the accreditation and QEP process

**SACS Evaluators Form Signatures:** Mr. Rouse distributed Evaluator forms that required signatures for submission to SACS.

- ❖ ACOAEE members that were not present at the meeting will receive their forms for signing by next week.

**ZogoTech:** Keith Mackie shared information on the ZogoTech presentation held on 24 February 2011 at CVCC. Dr. Mackie and other ACOAEE members were impressed with the specific data that ZogoTech was able to access from Datatel, and other storage systems for creation of reports. The presentation was video-taped for viewing. ZogoTech can provide a listing of schools either already using, or considering a purchase. Datatel currently stores all the information required, however, the writing of the queries to retrieve the specific information is extremely time-consuming.

- ZogoTech concentrates on Community Colleges, verses the other companies that focus on Universities
- ZogoTech servers would be stored on campus
- ZogoTech storage system is positioned above Datatel and pulls in the information
- There are queries placed in the dashboard that allows you to pull information by the click of a button, as well and simultaneously run filters; the complexity of the queries surpass those that are currently accomplished, interacting with Datatel without interruption to the daily operations; ZogoTech will also write queries specific to your requirements as long as they are allowed to retain the query for their usage (Datatel may also be in the process of creating similar queries); queries can be designed to provide daily reporting
- Usage of specific information retrieved can be used in various ways, such as identifying development opportunities for students; course grades per instructors; course planning for future semesters, predictions on future year's student enrollment, etc.
- ZogoTech provides three (3) modules; discounts are offered to the first 3 schools in the State. Each module is priced at approximately \$50,000; and can be purchased individually including an ongoing cost; schools generally start with the purchase of the "Research" module

Dr. Mackie reported that there is other software available that have the ability to retrieve information. Jessica Page and David Streater are planning to attend a Datatel Conference (in Washington) next week, to review the Datatel version of ZogoTech. Mr. Mackie has asked Jessica to see if Datatel Dashboard representatives would be willing to provide a presentation at CVCC for comparison.

## 9. Adjournment/Next Meeting

- Meeting adjourned: 3:30 p.m.
- Next meeting: 10 March 2011, Sipe Conference Room, 02:30 p.m. (location tentative)