

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

Meeting Minutes

Present: Kevin Rouse (Chair), Ron Valentini, Amy Bechtol, Bill Dulin, 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:** Data analysis for the 2005-2010 QEP continues. The 2010-2015 QEP Research Committee finalized the definition for critical thinking in its last meeting. The focus of summer meetings will be scope and measurement of the QEP.
4. **Program/Area Assessment Reports:** Final 2009-2010 assessment reports are currently being submitted. Kevin will send a progress report to supervisors to make them aware of submissions. Final reports are due on May 14, 2010.
5. **Student Survey of College Services and FSA Survey Update:** The FSA Survey results are organized and ready for dissemination. Only supervisors will receive the comments section. The Student Survey results will be organized and disseminated within the next week.
6. **Instructional Surveys for Spring 2010:** The instructional surveys were distributed via Survey Monkey. The link will remain open until May 15, 2010. Response rates are better than last semester, although steps need to be taken to increase completed evaluations. Kevin recommends that distribution continue via Survey Monkey and that we advertise distribution on the flat screen televisions across campus to raise awareness. *Kevin also invited survey requests for additional course or area assessment.
7. **Commission on Colleges – Documentation/Discussion (cont.):** Kevin distributed a list of the documentation and data resources he has gathered related to the Fifth Year Interim Report. To avoid duplication of effort, the group requested that one area be established for the uploading of resources and documentation. Amy Bechtol will create a wiki on Blackboard for the Committee and will upload all of the information gathered thus far in addition to SACS/COC

information. Kevin will also distribute the information via email to key personnel beyond the OAEE Advisory Committee for use in their assessment reports.

8. **Other Business:**

New Budget Request Form - Wes Bunch and Kevin have developed a new budget request form which includes a space for the objective or learning outcome to which a request is related. Budget requests are submitted annually at the end of a fiscal year. Thus, requests could relate to conclusions derived from the previous year's assessment report or to objectives/learning outcomes for the coming year. The key is that budget requests be visibly tied to the College's strategic plan and an area's assessment process.

Continuity of Assessment Process - To encourage continuity of the assessment process, Kevin will send a thank you email to areas submitting final reports with a reminder to begin work on the objectives/learning outcomes for the next cycle. A timeline with submission dates for the 2010-2011 cycle will be included.

Strategic Planning/Reaffirmation – Dr. Hinshaw reminded the Committee that the development of the 2012-2018 Strategic Plan will be led by the OAEE Advisory Committee. He will deliver the midterm report on the current Strategic Plan to the Board of Trustees this June. Dr. Hinshaw urged the group to begin thinking about the development process and to consider it in the context of the impending SACS/COC reaffirmation process. Discussion included the need for an institutional researcher working within the OAEE to assist with these efforts and the basic timeline that follows.

Fall 2010:	Submission of Interim Report
	Finalize Development Process for 2012-2018 Strategic Plan
Spring 2011:	Write 2012-2018 Strategic Plan
Fall 2011:	Distribute 2012-2018 Strategic Plan
Spring 2012:	Begin Reaffirmation Self-Study
Fall 2013:	Submission of Reaffirmation Self-Study

9. **Adjournment/Next Meeting:** The next OAEE Advisory Committee meeting will be on May 20, 2010 at 2:30pm in the Foundation/Trustee Boardroom. The meeting was adjourned at 3:20pm.