

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

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), Ron Valentini, Amy Bechtol, Cindy Coulter  
Steve Hunt, Ken Elliott, John Enamait, Cathy Bitsche, Marvin Elliott,  
David Streater, Keith Mackie

1. **Call to Order:** The meeting was called to order at 3:45p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed. Changes/corrections should be submitted to Kevin Rouse.
3. **QEP Report:** Amy Bechtol, QEP Director, shared data from the analysis of the digital storytelling intervention from the 2005-2010 QEP. The data indicate that students who create digital stories as part of their ENG 111 requirements tend to make significantly higher grades in ENG 113. Further analysis will be conducted to test the generalizability of this effect to other instructors who used digital storytelling in their ENG 111 classes.
4. **Program/Area Assessment Reports:** Kevin Rouse distributed a list of programs and areas submitting initial 2009-2010 assessment reports to Associate Deans and other supervisory staff. He also reminded the group that final 2009-2010 assessment reports including data and use of results are due to him by May 14, 2010.
5. **Student Survey of College Services and FSA Survey Update:** Mr. Rouse shared with the group that the Student Survey was distributed electronically last week and the FSA Survey will be distributed electronically on April 9, 2010. The response to the Student Survey has been good thus far. Everyone is asked to encourage faculty and staff to complete the FSA Survey.
6. **Instructional Survey (SP 2010):** The instructional surveys will be sent out from the Office of Accountability, Efficiency, & Effectiveness using the student communication platform. Mr. Rouse will inform the Associate Deans when the links are to be sent out and asked that the Associate Deans inform instructors that they are being evaluated.
7. **Commission on Colleges – Interim Report Draft Review/Discussion (cont.):** Before review of the Interim Report draft, Mr. Rouse informed the group that the final report to the Commission on Colleges will be mailed on September 1, 2010. Subsequent discussion of the Interim Report draft included Federal Requirements

4.5 (Student Complaints) and 4.6 (Recruitment Materials). For Federal Requirement 4.5, the documentation will include copies of both the old and new student complaint policies as well as two examples of student complaints moving through the procedure dictated by each policy. For Federal Requirement 4.6, the narrative should be reworded to emphasize that the College recruitment materials are reviewed to ensure their reflection of current practice and policy. Advisory Committee members should continue to gather documentation for the next meeting.

- 8. Next Meeting/Adjournment:** The next meeting of the OAEE Advisory Committee will be on April 22, 2010 at 3:00p.m. in the Foundation/Trustee Boardroom. The meeting was adjourned at 4:50p.m.