

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
3 November 2008
Foundation Board Room
3:00 P.M.**

Present: Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, Coy Hudson, Linda Lutz, Bill Dulin, Cindy Coulter, Keith Mackie, Steve Hunt, John Enamait, Marvin Elliott, Naomi East, Linda Graham

1. **Call to Order:** The meeting was called to order at 3:05 pm.
2. **Discussion of Mission:** Kevin Rouse provided the committee with a draft of its mission. Linda Lutz suggested the addition of a statement concerning the Committee's responsibility with the College's Strategic Plan.
3. **Mission Statements:** Kevin Rouse began a discussion of the importance of submitting mission statements. Dr. Hinshaw then proposed that the mission statements were important, but that identification of the College's core values was an important step in determining the direction of the institution. After a discussion of core values, the committee members agreed to review the Strategic Plan to see what core values are implied by its contents (to be completed by the next meeting). Kevin Rouse reminded the group that the various academic schools and administrative office mission statements were due on 31 October 2008 and that he would be requesting that departmental mission statements in the near future. Ultimately, he would be sending emails requesting student learning outcomes for the various programs.
4. **Instructional Evaluations:** The committee then discussed instructional evaluations. Kevin Rouse indicated that a schedule would need to be established for instructional evaluations. According to the Policy and Procedures Manual, instructors who have been employed for two or more years should be evaluated one time per year, either during the fall or spring; instructors who have been employed at the college for less than two years should be evaluated during both semesters. The evaluations need not be administered to every class. Given the concerns of low participation for online evaluation surveys, the group decided to conduct this year's surveys by administering the evaluation forms within the classrooms. Associate Deans are to submit to Keith Mackie the names of instructors to be surveyed and the semesters during which the evaluations will be administered. Kevin Rouse will try to retrieve the old evaluation for use during the 2008-2009 academic year.
5. **Adjournment:** Kevin Rouse stated that the committee would meet on a monthly basis once the OAEE and the new accountability plan had demonstrated appropriate progress in a desired direction. Until that time, meetings would be more frequent. The next meeting will be held on Monday, 17 November 2008, at 3:00 pm (venue to be announced). The meeting adjourned at 4:15 pm.