

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
2 September 2010
President's Conference Room
2:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Amy Bechtol, Ron Valentini, Linda Graham
Emily Whiteley, David Streater, Kim Clark, Cathy Bitsche, Keith Mackie,
Ken Elliott, Cindy Coulter, Bill Dulin, Wes Bunch, John Enamait

1. **Call to Order:** The meeting was called to order at 2:30p.m.
2. **Approval of Minutes:** Ms. Bechtol is currently working to complete program review minutes as well as the minutes from the previous meeting. When complete, these will be distributed to the group for approval.
3. **Interim Report to SACS/COC:** Progress continues on the completion of the 5th Year Interim Report to SACS/COC. Mr. Rouse requested that Keith Mackie send him examples of academic area budget sheets to document the tie between our assessment process and budget decisions. Ms. Bechtol reported that all quantitative data on the QEP Student Learning Outcomes is in and she is currently summarizing into the narrative. Some qualitative data related to the Writing Center still needs to be gathered to complete the analyses.
4. **Advisory Committee Membership:** Mr. Rouse distributed a handout describing the membership policy for the Advisory Committee. No objections were noted.
5. **Apprentice on Campus:** Mr. Rouse informed the group that he would be serving as a site supervisor for an intern working on her master's degree. The intern will attend OAEE Advisory Committee meetings during her time at the College.
6. **2010 SACS/COC Annual Meeting:** The annual meeting will be held in Louisville, Kentucky from December 3-7, 2010. The College will fund attendance of the following OAEE Advisory Committee members: Dr. Hinshaw, Wes Bunch, Keith Mackie, John Enamait, David Streater, Marvin Elliott, Kim Clark, Kevin Rouse, Amy Bechtol, Cathy Bitsche, and Emily Whiteley. Mr. Rouse distributed travel forms and instructed attendees to fill in their own budget codes. Once attendees have registered for the meeting and one pre-conference workshop online, they should print out their confirmation and return it with the completed travel form to Mr. Rouse as soon as possible.
7. **Adjournment/Next Meeting:** The meeting was adjourned at 3:23pm.
The next meeting is September 9, 2010.