



Institutional Effectiveness Committee Meeting

April 14, 2008 – 10 am

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Minutes

Attendance:

Tina Bryant-Allen
Lee Proctor
Dr. Jim Owen
Lionell Parker
Lisa Cooley
Judy Bradsher
William Barnes
Dr. Karen Bowen

Sheila Clark
Mike Dossett
John McLarty
Gretchen Bell
Debra Harlow
Melinda Green (Student Rep)
Dr. Randy Young
Phil Hille

I. Review of College Mission and Committee Purpose

The committee reviewed the College Mission and Statement of Principles. Two revisions were suggested and will be sent to the Board of Trustees for final approval. Likewise, two revisions were suggested regarding the Purpose of the Institutional Effectiveness Committee. Both revised documents are attached for review.

II Review Revised 2008-09 College Goals

Dr. Owen reviewed the changes that were recently made to the College Goals. The revised document will be sent to all PCC employees electronically for planning and information purposes.

III Presentation of the New NCCCS Performance Measures

Tina Bryant-Allen provided a brief presentation on the changes in the North Carolina Community College System Performance Measures. The presentation is attached for those who were not in attendance.

IV Long Range Plan / Facilities Master Plan Update

The Long Range Plan was submitted and approved by the Systems Office in January. William Barnes shared information regarding the College's progress in updating the Facility Master Plan. The final plan is due May 31, 2008.

- V **Planning Retreat Outcomes/Announcements**
ISD is scheduled to participate in its annual retreat on Friday, April 18th. This will be a brainstorming session that will include review of the College Goals and utilizing the results of the planning to develop the division's budget for the upcoming year. Administrative Services will participate in a similar session on May 2nd. Continuing Education is planning their retreat for sometime in May however has recently had a full program analysis completed by Barbara Boyce at the Systems Office.
- VI **Program Review Updates**
Mike Dossett shared that Humans Services is well underway with their program review. Business Administration and Accounting are also undergoing the review process this semester.
- VII **Business Continuity Plan Update**
Lee Proctor provided a summary of activity in developing the Business Continuity Plan to date. A sub-committee (consisting of Lee Proctor, Tina Bryant –Allen, John McLarty, Gretchen Bell, Phil Hille and Lisa Cooley) will meet to finalize the plan and present to the committee in June (in preparation for Board of Trustee approval in July).
- VIII **Other**
- ❖ SACS 5th Year Interim Report
 - ❖ Next Meeting Date ***June 11, 2008 – 10 am - Board room***