



**Institutional Effectiveness Committee Meeting  
January 26, 2009 - Minutes**

Attendance:

Tina Bryant-Allen, Sheila Clark, Gretchen Bell, Dr. Karen Bowen, Doris Carver, Mike Dossett, Debra Harlow, John McLarty, Dr. Sherry Stewart, Rhonda Strickland (for William Barnes), Lee Proctor, Judy Bradsher, Donna Smith, Dr. Jim Owen, Dr. Randy Young, Lisa Cooley, Dawn Langley

**I. *College Planning Assumptions Updates***

- There was discussion regarding recommendations and corrections to the College's Planning Assumptions. After the revisions are made, the document will be resent to the committee for approval and then disseminated campus-wide.
- Recommendations included: alternative and sustainable energy plans within College programming and facilities maintenance/usage; the increase in new students testing below college level courses and subsequently enrolling in developmental courses; the need to improve the perception of and safety of our campuses; facility space needs (both campuses); the need to expand our course offerings in foreign languages; and students access to the technologies needed to succeed in their courses.
- The Demographics section needs to provide current data regarding trends in the PCC service area.

**II. *Review of the College Mission & Statement of Principles***

- It was recommended that the Statement of Principles be reviewed carefully for grammar and syntax, organization, and redundancy of statements.
- Dr. Karen Bowen, Dawn Langley and Tina Bryant-Allen will make the necessary adjustments to the principles (not to the context) and resend them to the committee for approval.

**III. *2008-2009 College Goals - Update***

- The committee will continue to review and update the College Goals on an annual basis, taking into consideration the changes and goals of the North Carolina Community College System.
- Revision to Goal III B (Institution Wide Accountability) – add "federal agencies" to the list of agencies the College is accountable to.

IV. ***Status of the 2009 Fact Book and Impact Statements***

- The 2008-09 Fact Book will be sent to the printer this week.
- The Impact Statements are currently being updated and should be ready by the time the Fact Books are delivered.

V. ***From the Faculty***

- Donna Smith provided a list of recommendations that would improve the efficiency of the College (from an instructor's point of view).
- The following are a few of the recommendations that were shared: all College forms have a version date provided on the document so that the user will know if they have the most recent version of the form; an intranet would be very helpful for posting forms, communications, etc. and all College employees would have access to it; each department of the College have its own space on the intranet to enhance communications within a department; have the ability to submit forms that require multiple signatures electronically so that paper usage is minimized and multiple forms aren't completed that require the same information; purge the instructors/advisors who no longer work for the College in the Datatel system.

VI. ***Other***

PCC Evaluation Plan – committee members were encouraged to review the current plan and provide updates to their area's procedures by the next IE Committee meeting.

VII. ***Next Meeting***

Folks were encouraged to check their calendars. Tentatively set for March, 26<sup>th</sup>.