



Institutional Effectiveness Committee Meeting July 15, 2010 - Minutes

Attendance:

Dr. Sherry Stewart
Phil Hille
Lee Proctor
Doris Carver
Debra Harlow
Dr. Karen Bowen
Dr. Dawn Langley
Gretchen Bell

Kelly Holder
Mike Dossett
Shelly Stone
Dr. Walter Bartlett
Lionell Parker
Tina Bryant-Allen
Rufus Johnson

I. *Welcome*

- Approved previous meeting minutes (February 2010).
- Determination of achievement of objectives.
 - **Continuing Education** – see the attached Annual Planning & Evaluation Report.
 - **Instruction & Student Development** – see the attached Annual Planning & Evaluation Report.
 - **Administrative Services** – no report provided.

II. *Review of Institutional Effectiveness Plan (IEP)*

Page 1 (Table of Contents)

- Introduction – revised statement to reflect the change in the College's Mission Statement (added & Value Statements). Included language to reflect the NCCCS SuccessNC Initiative.
 - Accomplishments of 2008-2010 Division Goals/Objectives – added President's Office (Grants, PIO, Foundation, ORIE)
 - 2010-2012 Objectives – added President's Office
 - Discussed adding all institutional plans to the IEP not just those mandated by the General Assembly or State Board of Community Colleges (currently only required to provide Technology and Diversity Plans).
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Page 5 (Planning & Evaluation Process)

- Update the IE Committee Roster.
- Sub-committee developed to revise the process timeline (Dr. Bartlett, Beverly Murphy, Doris Carver, Mike Dossett, Shelly Stone, Tina Bryant-Allen)
- The timeline needs to be conducive to budget planning. The outcomes of the planning process should create budget priorities for the institution.
- Step II of the process needs to be revised in accordance with the proposed College policy (2.2 Mission Statement) that states that the Mission statement will be reviewed on a 5-year cycle during the Strategic Planning Process.

- Annual Institutional Evaluation Plan – the committee was asked to review this table (page 8) and eliminate all assessments that have not been conducted in the past 2 years. In addition, it was asked that new assessments be included.
 - Facilities Planning Process (page 15) – remove FMP Committee from paragraph, no longer a College Standing Committee.
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- Planning Assumptions – brief discussion regarding if the planning assumptions should reflect the new College Value Statements. It was discussed that what comes out of this year's strategic planning process will assist in determining what the planning assumptions should be. It may turn out that all or some of the value statements are used.
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- College Goals – accomplishments from the past assessment cycle will be posted once all the divisions' assessment & evaluation plans have been submitted and sent to the committee.
 - New College Goals will be established at the conclusion of the strategic planning process (Spring 2011).
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III. Old Business

- No discussion.

Meeting adjourned: 3 pm

Respectfully submitted: Tina Bryant-Allen, Chairperson