



Institutional Effectiveness Committee Meeting 7/13/2009 Minutes

Planning & Evaluation Process VII:

The annual objectives are evaluated and their effectiveness and achievement determined. Staff and faculty receive annual performance evaluations based on their annual objectives and assessment criteria. The evaluations and surveys, serve as the basis upon which Deans, Directors, and Coordinators are evaluated on the accomplishment of their annual objectives, outcomes and assessment criteria. Based on the accomplishment of the Deans, Directors, and Coordinators, the administrative offices of the President and Vice Presidents determine the achievement of their annual objectives, outcomes and assessment criteria. Since the two are related, and if the annual objectives are met, the successful accomplishment of the Institutional Goals should follow.

I. College Safety Updates

- William Barnes provided a review of the June 24th Campus Safety Taskforce meeting minutes and the next steps as a result of that meeting. (Please refer to the June 25th email from Rhonda Strickland for more details).
- Dawn Langley provided information regarding safety sessions and safety procedures proposed for the Fall Convocation (Aug 17-18th). Some sessions will include classroom safety (expert safety tips will come from our own Lee Tate) and the introduction of the PCC Campus Safety Handbook. Mike Dossett shared that there will be a 2.5 hour block in both the morning and afternoon of Aug 18th so everyone can participate, in addition to a general session offered on August 17th.
- It was recommended that the campus safety information be shared during the adjunct session(s) as well.

II. Development of PCC Energy Plan

- The NC State Energy Office hosted a 1-day workshop in Raleigh to assist state agencies in developing energy plans. In order to apply for federal grant money for "green" or energy initiatives, state agencies are required to have an energy plan on file at the NC State Energy Office. William Barnes, Dr. Karen Bowen, Bruce Chisholm and Tina Bryant-Allen attended the workshop. Plans for developing the PCC Energy Plan will be discussed during the next PCC Environmental Committee meeting. Dr. Bowen has agreed to review the plan (after its development) to ensure that it meets grant application guidelines (when they become available).

- It is important that once the plan is developed, appropriate training and information be made available to PCC faculty, staff and students. In order to sustain a good energy plan, there must be an institution-wide commitment to it.
- There was discussion regarding the HVAC Controls Grant that PCC received. The grant was for \$120k in which the state was supposed to provide technical assistance, however nothing was done and after a year, the money has been relinquished to the state agencies that were awarded. PCC received \$106k to have the HVAC controls repaired and made more energy efficient (for both campuses). The College is expected to experience cost-savings in its energy bill as a result.

III. Curriculum Program & Service Review Updates

2008-09 Program Reviews Completed

- Corrections Education, Developmental Education, Facilities Maintenance Tech, Medical Assisting, Nursing Assisting. You can view the Executive Summaries from these reports at: www2.piedmontcc.edu/IE.

2009-2010 Program Reviews

- Associate in Arts, Associate Degree Nursing, Computer Information Technology, Computer Program Technology, Electrical/Electronics Technology, Film & Video Program, Gunsmithing, Phlebotomy

2009-2010 Service Area Review

- Student Development

IV. Review of Staff Evaluation Tool /Procedure

- There was discussion regarding feedback received from staff and supervisors. The following revisions were made as a result of these discussions (the tool has been updated to reflect these changes and attached for your convenience).
 - Remove the “weighting” of the scores
 - Change the categories to read “Outstanding,” “Very Good,” “Good,” “Needs Improvement,” and “Unsatisfactory.”
 - Include a number value for each category for easy tabulating by the supervisor (i.e. Outstanding =4, Very Good =3, Good =2, Needs Improvement =1, Unsatisfactory =0).
 - Under “Good,” change criteria to state “meets minimum requirements” and eliminate “normal.”
 - Create two comment fields after each category; “Employee Comments” and “Supervisor Comments” to eliminate the need for a separate narrative document. The “self-evaluation” will be completed on this form by providing specific examples under each category of tasks. The Professional Development and Community Service Table, coupled with this evaluation tool, will provide sufficient documentation of the employee’s annual achievements.

- Add a “key or legend” on the form that lets the employee/supervisor know how they should mark their choice for each category (i.e. if the employee is filling in the criteria, they would use an “E” in the appropriate box and the supervisor will use an “S” in lieu of a “X” or a check mark).
- Under “Leadership,” use the same language found in the Evaluation Procedures.
- The committee was thanked for enduring the “validation” process for the evaluation tool. This process was good for some and not as smooth as desired for others, however the committee affirmed that with **training**, the evaluation will assist the institution in making a “paradigm shift” into a culture/standard of excellence as our governing agencies (SACS and NCCCS) implore us to do.

V. Other Business

- PCC met all eight (8) of its Performance Measures. We missed the “exceptional” status by 3% within the College Transfer Measure (standard 83%, PCC 84%, exceptional 87%).

IV. Establish Next Meeting Date

A meeting will be set in August (would like the new President to be in attendance).

Attendance:

Phil Hille, Lee Proctor, Doris Carver, Dr. Karen Bowen, Lisa Cooley, Mike Dossett, Kelly Holder, Lionell Parker, Gretchen Bell, John McLarty, Dr. Sherry Stewart, Tina Bryant-Allen, Dawn Langley, Dr. Jim Owen, William Barnes