



**Institutional Effectiveness Committee Meeting
March 30, 2009 Meeting Minutes**

Planning & Evaluation Process – Step V, Development of Area Objectives (March/April)
All Deans, Directors, and Coordinators develop annual objectives and the assessment criteria directly related to the annual objectives of the President or their respective Vice President (planning retreats, meetings, etc.). Staff and faculty develop individual annual performance objectives and the assessment criteria directly related to the annual objectives of their respective Dean, Director, or Coordinator.

I. Review & Approval of the 2009-2011 Planning Assumptions, College Mission & Statement of Principles, and the 2009-2010 College Goals

The committee approved the above mentioned documents including their revisions and recommended them for further review and approval by the College Board of Trustees. Refer to the attached documents for further details.

II. Review the PCC Annual Institutional Evaluation Plan

The committee reviewed the College's Annual Institutional Evaluation Plan (attached) and proposed several updates and deletions based on what is currently being used for evaluation purposes. One area mentioned that was not covered on the evaluation plan was a staff evaluation process/tool. According to the Employee Evaluation Process Policy (February 2009), employees of the College must be evaluated. A procedure will be developed that will provide specifics such as requiring annual evaluations for **all staff**. The staff evaluation procedure will be reviewed and approved w/ recommendations during the next IE Committee Meeting.

The Annual Planning and Evaluation Process/Tool was discussed. According to the Institutional Evaluation Plan, **all** Coordinators, Directors, and Deans are required to complete this process. It was recommended that the College Administrators (VP's and President) review this information during their spring planning meeting/retreats. The committee discussed the possibility of simplifying the form. This form will be revised and brought back to the committee for further consideration.

III. Review Current PCC Evaluation Tools

The committee reviewed the newly approved College Policy (5.34) regarding the Employee Evaluation Process. To satisfy this College requirement, the committee reviewed a proposed Staff Performance Appraisal Form that, once revised and approved, will serve as a standard evaluation tool for the entire institution. This tool is designed specifically for staff (faculty have an evaluation process in place). It was suggested that the tool be used this year to see if it meets the needs of each college service area. Once all recommendations have been made, the IE Committee will approve a standard form. Refer to the attached, proposed Staff Performance Appraisal for more information.

IV. Service Area Planning Meetings – Dates

Instruction & Student Development – Annual Planning Meeting is scheduled for April 23rd from 11 – 3pm.

Other areas – TBD

V. Establish Next Meeting Date

May 27th 10 am D-120