



Institutional Effectiveness Committee Minutes - May 27, 2009

Attendance: Phil Hille, William Barnes, Mike Dossett, Dr. Jim Owen, Kelly Holder, Lionell Parker, Dawn Langley, Lisa Cooley, Lee Proctor, Debra Harlow, Gretchen Bell, Dr. Karen Bowen, Doris Carver, Judy Bradshear, Sheila Clark, Tina Bryant-Allen, Bonnie Davis, Kevin Tyburski

I. New PCC Web Site (Kevin Tyburski/Bonnie Davis)

Kevin presented on the research that was involved in the creation of the new PCC web site. In addition, he introduced the People Oriented Design (POD) concept that will be used to navigate viewers throughout the site based on the information that interests them the most. There will be a short survey distributed to faculty/staff designed to collect information regarding their perceptions of prospective web site viewers. This information will be used to further enhance the web's value to our consumers. To see the presentation, visit the **T:Drive -> Publicity Tools -> Important Documents**

II. Review & Approval of the PCC Annual Institutional Evaluation Plan

The 2009-2011 Annual Institutional Evaluation Plan (attached) was reviewed and approved by the committee.

III. Review PCC Staff Evaluation Procedure and Tool

Version two of the Staff Evaluation tool was reviewed and additional revisions were recommended. One notable revision is the inclusion of a rating/ranking feature that will provide a numerical value to the overall evaluation. Both versions of the tool will be reviewed again during the July meeting. Those who are in the process of evaluating their staff can choose to use this most recent version until the final tool is approved.

The Staff Evaluation Procedure was disseminated (attached). Committee members will review the procedure and send recommendations/revisions to Tina for consideration during the July meeting.

IV. College Safety – Update(s) from May 18th College Safety Conference

Lisa Cooley, Lee Proctor and Shelly Stone attended the conference, hosted by UNC-Greensboro, and Lee and Lisa shared their experiences and information with the committee. Lisa met with the PCC Faculty Association on May 22nd and provided a synopsis of their campus safety concerns (attached). Lee shared information regarding how UNC-Greensboro has designed a faculty/staff training to identify “high-risk” students (they are a perceived danger to themselves or others, at risk of dropping out, etc.) Information describing this program (*UNCG Cares*) is attached.

A lengthy discussion followed including (but not limited to):

- ✓ communicating threats/events (sirens, computer-based, etc.);
- ✓ the need for campus safety training;
- ✓ the need to establish an on/off campus network to respond to safety issues (including local law enforcement, first responders, etc.);
- ✓ access to locking classrooms; and
- ✓ emergency contact resources (information placed on the back of employee name badges, modified safety handbooks in classrooms, etc.).

It was recommended that campus safety training and information be offered during the 2009 Fall Convocation. Lee will research the costs associated with some of the training materials and resources and report back to the committee in July.

Additional measures will be discussed during the June Environmental Committee meeting. These include: addressing the deficiencies in the existing PCC Safety Plan, the development of emergency procedures (and the “drills” that should accompany them), and discussion regarding the results of Lee’s safety resource research. In addition, it was suggested that we inquire about the impact of the new state public smoking bands on the Person and Caswell County campuses.

V. Latest from SACS

- Received a recent acknowledgement of PCC offering the following eight (8) new pre-majors within the AA, AFA, and AS degree programs:
 - Associate in Arts - Art Education (A1010A)
 - Associate in Arts - English Education (A1010F)
 - Associate in Arts - Middle Grades Education (A1011A)
 - Associate in Arts - Social Science Secondary Education (A1010M)
 - Associate in Fine Arts - Music and Music Education (A1020D)
 - Associate in Science - Biology and Biology Education (A1040A)
 - Associate in Science - Chemistry and Chemistry Education (A1040B)
 - Associate in Science - Mathematics Education (A1040F)
- Received acknowledgement regarding rescinding our request to offer over 49% of a program’s course offerings (AA, AS) at the Timberlake Center. This would have initiated a site visit.
- Gretchen Bell recently completed her service as an on-site reviewer during the reaffirmation process for three colleges in Georgia. This “cluster” review process was recently implemented by SACS. It was “a lot of work,” however she was able to bring back a wealth of information.
- Doris Carver is scheduled to participate in an on-site review process in the fall (2009).

- SACS Homework – A Principles of Accreditation table was distributed to the committee indicating the criteria that matches their area’s role within the College. All were asked to review the criteria to make sure processes are in place that line up with the requirements and that documentation is being maintained to reflect this. During the next SACS visit (2013), the on-site team will be reviewing the QEP not the “report findings” as done in the past. Information on all 75 criteria will be submitted in PCC’s Compliance Report that is due several months prior to the on-site review.

VI. Other

- It is time to review the Business Continuity Plan for validity and updates. Visit <http://www2.piedmontcc.edu/IE/> to review the Plan.

VII. Establish Next Meeting Date

- ✚ Monday, July 13, 2009 – 11 am D-120

Attachments:

- 1) 2009-2011 Annual Institutional Evaluation Plan
- 2) PCC Staff Evaluation
- 3) PCC Staff Evaluation Procedure
- 4) Campus Safety Conference Materials / PCC Faculty Association Notes
- 5) UNCG Cares Presentation/Information
- 6) Principles of Accreditation Table

Recorded by: Tina Bryant-Allen