



## **Institutional Effectiveness Committee Meeting November 12, 2009 Minutes**

Attendance: John McLarty, Gretchen Bell, Lee Proctor, Mike Dossett, Dawn Langley, Sherry Stewart, Phil Hille, Kelly Holder, Wanda Duncan, Dr. Walter Bartlett, William Barnes, Doris Carver

### **I. *Welcome***

- Reviewed steps VIII & I of the College's Evaluation and Planning Process.
- Reviewed roles/proposed roles of the IE Committee. The roles of the committee are:
  - To prepare the annual Institutional Effectiveness Plan consistent with the Guidelines published by the North Carolina Community College System.
  - To review the Mission Statement and Institutional Goals of the College annually and recommend revisions as appropriate.
  - To improve the institution's effectiveness through an ongoing planning and evaluation process.
  - To monitor the College's achievement of its quantitative and qualitative performance indicators and learning outcomes.
  - To review the College's progress toward achievement of the institution's strategic initiatives and long-range planning.
  - To review the College's compliance with accreditation standards and recommendations.
- A recommendation to add the Public Information Officer (Bonnie Davis) to the IE Committee was made by the Executive Council. This will facilitate communication of college initiatives to the community.

### **II. *2008-2009 Goals & Objectives Update (See attached plans for details.)***

- Administrative Services – William Barnes
  - Implementation of Web Advisor: Phase 1 (information phase) is complete. Faculty/Staff/Students can access information via Web Advisor.
  - Facility improvements/repairs – Person County has developed a Capital Improvement Plan. PCC expects to have repairs, to several of its rooftops, completed during the 2010-11 year.
- Continuing Education - Doris Carver
  - Continuing Education programs/services met all of their objectives for the 2008-09 year.
  - CE experienced double digit enrollment in its programs.
  - New courses and online programs were added to CE including BDEC's Medical Transcription, Coding & Billing Programs and nine new courses in HRD.

- Several grants have been applied for (and received). CE continues to work toward bringing in alternative sources of funding to support its new and existing programs.
- Curriculum – Mike Dossett
  - Initiated Medical Coding Certificate and new pre-majors in various programs.
  - New program review schedule implemented allowing for more data collection.
  - Quality Matters (distance learning) initiative implemented.
  - Began planning for the Developmental assessment and support plan.
  - Secured alternative funding for programs via Tech Prep, WIRED, Golden Leaf and Smart Start.

### III. ***Institutional Satisfaction Surveys***

- Benchmarks / Thresholds
  - The committee began a discussion regarding the acceptable/non-acceptable percentages scored within the “disagree” or “strongly disagree” categories on institutional satisfaction surveys.
  - The committee will review the Educational Support Services Survey (ESSS) in more detail and discuss ways to share the results with those who participated in the survey.
  - There was additional discussion regarding the need to document improvements made as a result of the surveys.
  - The committee was asked to review the ESSS (attached) and come prepared to discuss their recommendations for acceptable thresholds and survey dissemination options during the next IE meeting.

### IV. ***Status of 2009-2010 Curriculum Program Reviews***

(Associate of Arts, Gunsmithing, Electrical Electronics, Assoc. Degree Nursing, Computer Information Tech, Computer Programming Tech, Film & Video Tech, Phlebotomy\*)

- All of the programs have completed their initial meetings and have begun the data collection process (quantitative & qualitative).
- \*It was recommended that the Phlebotomy Program be reviewed at a later date. The Curriculum Committee will vote on this recommendation during their next meeting.

### V. ***Old Business***

- Piedmont Community College Staff Evaluation Tool
  - The IE Committee was thanked for their hard work in validating the staff evaluation tool. It was shared with the President.
  - There was an additional recommendation to add criteria for evaluating those who supervise others. After this is approved by the President, it will be disseminated to all College employees and used during the 2009-2010 performance evaluation period.

VI. ***Other***

- No other business reported.

VII. ***Establish Next Meeting Date***

- Established for Monday, December 14<sup>th</sup> at 11 am.

Respectfully Submitted by:  
Tina Bryant-Allen

Note: November 2009 and the July 2009 minutes will need to be approved during at the December 2009 meeting.