



## **Institutional Effectiveness Committee Meeting**

**October 27, 2008**

*Meeting Minutes*

### **Attendance:**

Doris Carver  
Dawn Langley  
Dr. Karen Bowen  
Dr. H. James Owen  
William Barnes  
Tina Bryant-Allen - Chairperson  
Kelly Holder

John McLarty  
Phil Hille  
Judy Bradsher  
Dr. Randy Young  
Sheila Clark  
Dr. Sherry Stout-Stewart  
Lee Proctor

- I. *Welcome*** – Meeting began at 10 am
  - It was suggested that at the beginning of each IE Committee meeting, a brief presentation regarding best practices in higher education (i.e. assessment, process improvement, quality enhancement, etc.) is made by any committee member who wishes to share what they have gleaned from conferences, workshops, trainings, etc.
  
- II. *Strengthening Our Institution Through Assessment***
  - See the attached PowerPoint presentation.
  
- III. *2007-2009 Annual Planning & Evaluation Process - Updates from College Planning Units***
  - See the attached Administrative Services, Continuing Education and Instruction & Student Development information.
  - Doris shared highlights from Continuing Education.
  
- IV. *Review of 2007-09 College Planning Assumptions***
  - See the attached Planning Assumptions Document.
  - There was some discussion regarding the process for updating the assumptions. It was suggested that the College community be involved by providing input (possible survey). It was also suggested that the advisory committees and SGA have an opportunity to chime in regarding issues that may affect the College and its preparedness in dealing with current and future events.
  - There was a concern regarding three areas of the Planning Assumptions and the ability to effectively gain information to update these areas (Social, Demographics, Legal/Political). It was suggested that we take another look at the Demographic section and provide more factual and less anecdotal data about the service areas we serve.

- Data collection will begin and what has been collected to date will be shared during the next IE Committee Meeting.

***V. 2008-09 Standing Committee Assignments***

- See the attached document listing the Standing Committees and their roles.
- There was some discussion regarding the assigning of applicable College Goals and Objectives, or associated tasks, to Standing Committees. This is in an effort to ensure that the committees are functioning within guidelines that relate to the overall Mission and Goals of the College.
- It was suggested that the College community provide their thoughts as to what they would like to have the Standing Committees research and possibly work on regarding the needs of the Institution.
- It was discussed that some committees have not met within the past year(s) and that the roles, as stated on the document, are important enough to warrant committee work with or without assignments being made for them.
- This discussion was tabled until the next meeting.

***VI. Status of 2008-09 Program Reviews***

- All Correctional Program Reviews will be done at the same time (data collection in the fall, report preparation in the spring). There have been two meetings and we are preparing to meet with the instructors in addition to conducting site visits.
- The Developmental Program Review Committee has had two meetings with the 3<sup>rd</sup> scheduled for 11/4/08. The data collection and program updates are being completed this semester and the program recommendations and final report preparation will be done in the spring semester.
- The Facilities Maintenance Program Review committee has had one meeting (other meetings are scheduled for: 11/4, 11/25, 12/9/08) and the review process will be completed by December 16<sup>th</sup>.

***VII. Business Continuity Plan & Pandemic Plan Updates***

- Both plans were approved by the Board of Trustees during their October board meeting. The next step is to have the plans made available on the T:Drive for everyone to access.
- These documents will be revised and updated annually.

***VIII. Next Meeting***

- December 15, 2008 – D 120 – 10 am

***IX. Meeting Adjourned 11:15 am***