

## Institutional Effectiveness Committee

### Meeting Minutes

September 21, 2007

**Charge:** Monitor the College's success on its mission, vision, and learning outcomes; facilitate the development and adjustment of assessment measures; monitor the College's achievement on its quantitative and qualitative performance indicators; and monitor and continuously update the College's strategic plan.

#### Attendance

##### **Present:**

Bill Fisher            Susanna Horn            Jack Kristofco            Maureen Lerch            Lindsie Webb  
Paul Weinstein

##### **Absent with Notice:**

Bill Clark            Paulette Popovich            Cindy Summers            Colleen Teague            Tim Vierheller

1.     **Call to order:** Dean Jack Kristofco called the meeting to order at 7:30 a.m. in C-110.
2.     **Approval of minutes from May 15, 2007 meeting**
3.     **Approval of the agenda**
4.     **Review of Committee structure, change, and goals:**
  - A. Dr. Paulette Popovich will be chairing this committee.
  - B. Sue Horn will serve as secretary for the committee.
  - C. Lindsie Webb will be our representative to the College Council.
  - D. This committee will serve as a mechanism for monitoring the College's strategic goals and the degree to which we meet the requirements of the Higher Learning Commission.
  - E. Committee members should reinforce the notion of moving forward toward our own goals plus meeting external requirements.
  - F. Since we will be monitoring our goals constantly, the Spring 2011 self-study for NCA should be a relatively simple matter of reporting our regular self-monitoring activities.
  - G. To this end, the Noel-Levitz Student Satisfaction Inventory and the Five Criteria from the Higher Learning Commission will be on-going agenda items for this year.
  - H. The 2011 self-study needs to be an honest report, not a fantasy.
  - I. After the self-study, we will continue self-monitoring, just as before, and we will continue to do so regularly.

**5. Old Business: No old business**

**6. New Business**

**A. First Priority: Noel-Levitz Student Satisfaction Inventory**

1. Our scores on this inventory were excellent, making it somewhat difficult to improve in the future, but we must keep up our momentum.
2. Committee members will read the complete Noel-Levitz report, making notes. Members will be ready to respond to the report at the next meeting.
3. We recognize that student perceptions are not in themselves a complete measure of institutional effectiveness and will be looking at other measures/evidence as well.
4. After discussion and perhaps more study, the committee will discuss its recommendations with the Administrative Team, and the melded recommendations will be presented to the College as appropriate.
5. Our general question while/after studying the Inventory will be “How do we follow up?”

**B. Second Priority: Higher Learning Commission’s Five Criteria**

1. The Higher Learning Commission will be holding us accountable for their five criteria when they consider our upcoming assessment and reaccreditation.
2. Committee members each received a document that included the HLC five criteria; the sub-components of each criterion, as provided by the HLC; and the work of last year’s IE committee in the form of lists under each sub-component, indicating elements or activities of the College that address a particular sub-component.
3. For the self-study, the College will need to provide a narrative addressing each criterion. As committee members study the document, we should ask ourselves the following:
  - a. What is it NCA wants to know? Does this document provide relevant evidence?
  - b. Should the lists under the sub-components be modified?
  - c. What would we say about each item in the lists?

**C. “Institutional Snapshot” provided by HLC & Wayne College “Performance Indicators: Operational”** – Institutional Effectiveness Committee members were asked to consider how well the items in the Wayne College Operational Performance Indicators match-up with the Higher Learning Commission’s Institutional Snapshot.

**D. Wayne College Strategic Plan “Tree” and Timeline**

1. The Institutional Effectiveness Committee will be looking at the progress of each of the eight sub-plans in the “tree” diagram. The goal is to have all plans completed by December 2007.
2. Committee members were asked to become familiar with the entire Strategic Plan (approved May 4, 2007).

**7. Good of the Order:** Dean Kristofco reminded committee members that their role is to encourage within the College a culture of quality and of setting goals and of measuring achievement.

**8. The meeting was adjourned at 8:25 a.m.**

Respectfully submitted,

Susanna K. Horn, secretary