

Institutional Effectiveness Committee

Meeting Minutes

November 16, 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:

Paulette Popovich (chair)	Bill Clark	Bill Fisher	Susanna Horn	Jack Kristofco
Maureen Lerch	Cindy Summers	Colleen Teague	Tim Vierheller	Paul Weinstein
Lindsie Webb				

1. **Call to order:** Dr. Paulette Popovich, chair, called the meeting to order at 12:02 p.m. in C-110. All members were present for the meeting
2. **Approval of minutes from October 12, 2007**
3. **Approval of the agenda**
4. **Old Business:**
 - A. **Call for Departmental Responses to the Noel-Levitz Results**
 - i. On behalf of the Institutional Effectiveness Committee, Paulette Popovich asked each College unit to review the 2007 Noel-Levitz Survey items most relevant to their daily operations and to articulate the policies, processes, services, and improvements they made between the 2004 survey and the 2007 survey that may have contributed to the positive student responses we received.
 - ii. To this end, unit leaders were provided a copy of the summary of significant changes in the two administrations of the Noel-Levitz Survey, a template for their responses, and the Library's response, which units may use as an example of the kind and level of information being requested.
 - iii. Unit leaders were asked to respond no later than Monday, January 7, 2008.
 - B. **Strategic Plan Updates**
 - i. The draft of the assessment plan for credit and non-credit instruction has been completed.
 - C. **Miscellaneous Old Business:** The Dean's survey of regional campuses
 - i. The survey solicits information to help us compare ourselves with other campuses: salaries, head counts, employees, etc.
 - ii. Seventeen of the 23 regional campuses answered the survey, which is a very good return rate.

5. New Business

- A. HLC notification of re-accreditation self-study/site visit:** The College has received official notification from John Taylor that NCA will visit Wayne for our re-accreditation self-study/site visit during Spring 2011.
- B. Review of 2001 Higher Learning Commission Self-Study process and documents:**
- i. Committee members had been asked to review the following:
 1. Several articles about the application of the Baldrige Model to the evaluation of higher education
 2. Documents from NCA
 3. Wayne's self-study guide from the last NCA visit
 4. Wayne's final self-study document from 2001
 - ii. Major considerations as we begin the self-study:
 1. An ongoing culture of continuous improvement/effectiveness is essential.
 2. No matter what model we use, all the NCA criteria and indicators must be addressed in our self-study.
- C. Directions for current self –study process – discussion:**
- i. Overall consensus: Since the 2001 model was so well received by NCA and valuable to the College itself, the committee decided to begin by considering updating the model used for the previous self-study rather than take a different approach.
 - ii. We will begin by studying the systems on page 18 of the 2001 Self Study and consider how well those systems describe our present operations.
 1. Look at our most critical systems first.
 2. Eventually expand the discussion to other systems in the College.
 - iii. Another aspect of this investigation would be to examine how other organizations look at their systems.
 1. The sentiment was voiced that it is sometimes difficult to discover how similar institutions are evaluating their systems.
 2. Maureen has some books that might be helpful for this aspect of our study.
 3. Maureen will put the books on reserve in the Library for our use.
 - iv. Since the title of our 2001 report was *Wayne College 2020: A Shared Vision of Excellence*, and since it is not yet the year 2020, it would be appropriate to eventually discuss and compare our actual achievements to date of the vision expressed in that report.
 - v. All committee members are asked to research articles and other references that describe “systems” as defined by other institutions so we can benchmark the critical systems we choose for our self-study. Members should send the sites they find (or articles) to Paulette, who will distribute this information to the rest of the committee. We will use this information to help us have a conversation regarding Wayne College's most critical systems.
 - vi. Paulette will put the new HLC criteria in matrix format for the next meeting.

6. Good of the Order: Next meeting: Wednesday, December 12, 8:30 – 10:00 a.m., C-110.

7. Adjournment: 1:01 p.m.

Respectfully submitted,

Susanna K. Horn, secretary