

## Institutional Effectiveness Committee

### Meeting Minutes

January 28, 2008

**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)  
Jack Kristofco  
Colleen Teague  
Paul Weinstein

Bill Clark  
Maureen Lerch  
Tim Vierheller

Susanna Horn  
Cindy Summers  
Lindsie Webb

##### **Excused:**

Bill Fisher

1. **Call to order:** Dr. Paulette Popovich, chair, called the meeting to order at 1:30 p.m. C-110.
2. **Approval of minutes from December 12, 2007**
3. **Approval of the agenda**
4. **Old Business:**
  - A. **Strategic Plan "Tree" Update:**
    1. Several units have not completed their plans, which are due by Thurs., Jan. 31.
    2. Committee members are encouraged to review the Strategic Plan online.
    3. Unit strategic plans will be linked to the "tree," and old material will be archived.
  - B. **Noel-Levitz Departmental Reports update:** Three reports have been received so far. Paulette will remind departments to complete and submit their reports.
  - C. **Summary of Small Group Reports: Reconciling systems model and critical processes (written recommendations attached when available):**
    1. Clark, Webb, Weinstein:
      - a. Keep the Baldrige Model
      - b. Look at critical processes
      - c. Look at revising the systems list
    2. Summers, Popovich, Vierheller:
      - a. Remap the system with new HLC criteria
      - b. Use process analysis within each system rather than SWOT analyses
    3. Fisher & Lerch: Stick with the Baldrige model
    4. Kristofco, Horn, Teague: Submission of a "big picture" process model with systems appearing as part of Input, Throughput (transformation), or Context – new emphasis on sufficiency and quality required to achieve output/goals.

**5. New Business: Next steps in self-study planning**

**A. Discussion points**

1. We want to do a true **self study**, not just respond to NCA criteria.
2. Our overall goals & structure will be maintained, but we will go deeper in our study.
3. How can we explain the self-study plan to the college? We need a physical representation!
4. Looking for liaisons from each area to be on the Steering Committee. How can we use our present list of leaders and community groups?
5. Would it be sufficient to conduct a study through the governance model?
  - a. Integrate it with the administrative chart?
  - b. Only four administrative lines: Dean, Academic, Student Services, Business Office

**B. Assignments for Committee Members**

1. Everyone: Think about a graphic representations for:
  - a. Gathering information about processes within each system.
  - b. Communicating how the self-study is progressing
2. Paulette will draft a graphic that identifies liaisons for each system.
3. Everyone: Be ready to discuss the relevance of our current critical systems:
  - a. Delete?
  - b. Add?
  - c. Keep?
4. Everyone: Try to identify information sources for each system.

**6. Good of the Order:**

- A. HLC Annual Meeting:** Jack Kristofco, Paulette, and Tim will attend.
- B. Next meeting:** February 18, 2008, 1:30 p.m.

**7. Adjournment:** 2:45 p.m.

Respectfully submitted,

Susanna K. Horn, secretary