

Institutional Effectiveness Committee

Meeting Minutes

Monday, March 3, 2008, 1:30 p.m., C-110

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	Susanna Horn	Jack Kristofco
Maureen Lerch	Colleen Teague	Tim Vierheller	Lindsie Webb
Paul Weinstein			

Excused:

Bill Fisher Cindy Summers

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 February 18, 2008**
3. **Approval of the agenda**
4. **Old Business:**
 - A. **Discussion of the Critical Systems to be used for the Self-Study:**
 1. The Committee worked from the attached draft of critical systems, committees, departments, and critical processes.
 2. The committee agreed to combine the "Facilities and Technology Infrastructure System and the "Safety and Security System" into the "Safety, Facilities, and Technology System," thus reducing the number of Critical Systems from 10 to 9.
 3. There was extensive discussion of the Assessment System, particularly the importance of Continuous Improvement to the College's overall attitude/orientation. See Item B2 below.
 - B. **Discussion of the Communication Model:**
 1. The committee approved the attached radial graph/spider web/bicycle wheel model with one addition.
 2. To emphasize the importance of Continuous Improvement to our College culture, the model will be modified to include "Continuous Improvement" as an entity surrounding the entire communication model.
 3. This model will be duly modified and returned to the committee.

5. **New Business – Next steps in self-study planning:**
 - A. Since we are essentially continuing with the same type of self-study we did last time, members will look for their copies of the proposal we submitted to NCA before our last self-study.
 - B. Considering our present College situation, Paulette, Jack, and Tim will look for “gaps” in the old proposal and possibly “fill them in” to create a draft of a proposal (several pages long) to eventually present to Dr. Taylor. The Committee will consider this draft at our next meeting.
 - C. March 28, 2008: Present an oral update to the College, summarizing how we are getting ready for the NCA visit in 2010, possibly with a timeline.
 - D. April 14, 2008: Present our proposal to Dr. Taylor at the HLC Annual Meeting.
 - E. May 2, 2008: Present the written proposal for the self-study at the College meeting.
6. **Good of the Order:** Next IE meeting will be Monday, March 31, 2008 at 1:30 p.m.
7. **Adjournment:** 2:20 p.m.

Respectfully submitted,

Susanna K. Horn, secretary