

Institutional Effectiveness Committee

Meeting Minutes

Monday, March 31, 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	Bill Fisher	Susanna Horn
Maureen Lerch	Cindy Summers	Colleen Teague	Tim Vierheller
Lindsie Webb	Paul Weinstein		

Excused: Jack Kristofco

1. **Call to order:** Dr. Paulette Popovich, chair, called the meeting to order at 1:30 p.m. C-110.
2. **Follow-up on email:** Paulette urged committee members to read Chancellor Fingerhut's "Strategic Plan for Higher Education 2008-2017" and the Board of Regents' report on the "Report on the Condition of Higher Education in Ohio: Meeting the State's Future Needs," both released today. She provided links to these documents in an email to committee members.
3. **Approval of minutes from March 3, 2008**
4. **Approval of agenda**
5. **Old Business:**
 - A. **Review of self-Study/Communication Model:**
 1. The attached model was presented at the March 28 College Meeting and distributed to members of the College via a memo from Jack Kristofco.
 2. Dr. Popovich asked committee members to scrutinize the model and report their suggestions for revision.
 3. Dr. Taylor's response to the model will be included in the discussion, which will take place at our next meeting.
 - B. **Self-study Proposal for meeting with Dr. Taylor (April 12 – 15, 2008)**
 1. The committee reviewed the following documents:
 - a. Wayne's June 1999 NCA Self-Study Plan
 - b. A July 1999 letter from Dean Kristofco to Dr. Taylor, clarifying specific areas of Wayne's self-study plan

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- c. From the 2001 NCA team's site visit -- Section III: Strengths and Challenges; Section IV: Advice and Suggestions for Institutional Improvement; and Section V: The [NCA] Team Recommendation and Rationale
2. The College is about to begin construction of additional permanent classroom space, thus addressing Section III-B, Institutional Challenge #2 from the 2001 site visit report.
3. It was noted that the NCA's two requirements in the 2001 report – Section V, "Process to validate the six student learning outcomes" and "Development of activities to complete the strategic plan" have been completed to the NCA's (HLC's) satisfaction. (These were also listed in Section III-B as Institutional Challenges #3 and #4.)
4. Development of the new self-study proposal to be presented to Dr. Taylor at the Higher Learning Commission Annual Meeting, April 12 – 15, 2008.
 - a. With modifications to reflect our present situation and organizational structure, we will organize the April 2008 proposed self-study plan similarly to our 1999 self-study plan.
 - b. Individuals volunteered to draft specific sections of the proposal:
 - i. Introduction: Jack & Paulette
 - ii. Responses to the 2001 Concerns: Tim Vierheller
 - iii. Outline of the proposed self-study: Maureen Lerch.
 - iv. Matrix showing how Wayne meets HLC requirements: Cindy Summers
 - v. Timeline: Lindsie Webb
 - c. Drafts listed above will be sent to committee members for input within one week.
 - d. Revised versions will be assembled into the Self-Study Plan document and presented to Dr. Taylor at the HLC Annual Meeting.

6. New Business – Next steps in self-study planning:

- A. **College Meeting Presentation:** Dr. Taylor's response to the self-study plan will be presented at the May 2, 2008 College meeting.
- B. **Strategic Plan departmental reports:** Maureen will draft a template to help the committee talk with various departments/areas about their progress toward their strategic plan goals. Committee members were asked to think about the following:
 1. What would we like to see or hear from departments/areas to demonstrate that they are moving forward with strategic plans for this year and next?
 2. What kinds of questions would we ask individuals from the departments/areas about their strategic plans and about their progress?
 3. How can we help departments/areas move forward with their strategic plans?
 4. During our next meeting we should address what to do if we do not have a strategic plan from an area.
- C. **Plan of work for 2008-2009** will be based upon our present plan and upon suggestions from Dr. Taylor. We may need to work over the summer to be ready for our first fall 2008 committee meeting.

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7. Good of the Order:

D. Next IE meeting will be Wednesday, April 23 at 1:30 p.m. Location to be announced.

E. Membership items for 2008 – 2009

1. College Council representative: Lindsie Webb
2. Secretary: Cindy Summers
3. Paul Weinstein will be on sabbatical, so we will need another faculty member.
4. Sue Horn will not be on the committee next year, so we will need another contract professional.
5. Discussion of the Chair position began a discussion of what the HLC Core Committee/Steering Committee would look like and how the Institutional Effectiveness Committee would participate. It appeared that the present IE committee members did not sufficiently represent all the Critical Systems and more individuals might be needed to serve as liaisons. Rule limitations on the number of IE members complicated the discussion. No resolution was sought at this time.
6. To balance representation for the self-study, the following membership items were decided upon by consensus:
 - a. A CEWD contract professional could replace Sue Horn.
 - b. A faculty member will be needed to replace Paul Weinstein. A member of the Emergency Response Work Group might be a good option.
 - c. We need to add a Student Services representative as a liaison or as a self-study executive committee member, even if not as an IE committee member.

7. Adjournment: 2:45 p.m.

Respectfully submitted,

Susanna K. Horn, secretary