Amarillo College

MINUTES

Institutional Effectiveness Committee
9/8/06
10:40 a.m. to 11:58 a.m.
Library 112

Attendees: Danita McAnally   Mark Hanna   Maureen Hood
             Bobbie Hyndman   Macy Kohler   Dale Longbine
             Delton Moore   Sheree Talkington   Eric Wallace

Absent: Rebecca Easton   Richard Pullen

Call to order: 10:40 a.m.

Introductions

Danita McAnally introduced the new members: Bobbie Hyndman, Macy Kohler, Eric
Wallace, and Dale Longbine. McAnally thanked the returning members for continuing
their service. Director of Outcomes Assessments is still to be determined. He/She will be
a permanent member on this committee.

McAnally than explained what Institutional Effectiveness means
(planning>implement>assess/evaluate>revisions/improvements) and the purpose of the
committee. She continued to explain the three major assessments are: Strategic Plan,
Planning Evaluation and Tracking (PET forms), and Program Review. She noted
outcomes will be a part of each assessment and that the only instructional disciplines with
outcomes to date are those with program accreditations. The past IE Committee refined
the program review self-study process and implemented an online form.

Review of minutes

McAnally asked the Committee to review the May 12, 2006 meeting minutes.
Committee indicated that the minutes were accurate.

Review of changes to Program Review

McAnally asked the committee to review the Institutional Program Review Policy and
Procedures handout. She explained that SACS has changed the regulations. The IE
Committee is charged with ensuring a systematic, integrated broad-based and ongoing
process is used for IE at AC. She pointed out the change in the word from data-driven
decision-making to evidence-based decision-making. The key point is to improve.
Mission and goals should always be the driving force. Program Review is being used to

close the loop by including the budgeting process. Basing the budget on what we need to do in the future rather than historical requirements. McAnally explains the time line for Program Review (on page 4-5 on the Policy and Procedures handout). This was approved by the President's Cabinet on June 4, 2006.

McAnally did a quick overview of the current Program Review Self-Study located at http://sites.actx.edu/iea/instructional.asp so the committee would understand the new process. She directed their attention to the "additional information". She explained that the "additional information" identified what external-entity(s) has given expectations and is the basis for the related question(s). She noted that the committee will be using these expectations to create the External Review Form. She than showed the committee the Self-Service stats web page and explained how to work the tables.

Development of Program Reviews External Review Form
Members of the External Review committee are appointed.

The IE Committee will create an External Review Report/Form. The criteria will be the same as those used in the Program Review Self-Study. McAnally has started a draft of External Review Report/Form. We will be copying "additional information" from the Program Review Self-Study Form. In the past, External Review Committees would follow the outline of the Program Review Self-Study. So this will be the first time that AC's Program Review provides a form for External Review Committees.

McAnally added boxes for the reviewers to use. She asked the committee for their opinion regarding using the box. After much discussion, Sheree Talkington suggested acceptable (with drop down to Commendation) and unacceptable (with drop down to Concern and/or Recommendation).

Talkington suggested each department provide a location for their Policies and Procedures.

The committee agreed to let Danita create the text and they would make changes to her draft.

Brandy Hayes will send copies of the "additional information" for the committee to refer to.

Next Meeting:
October 2006 – E-mail Brandy Hayes with best times and days of the week for fall meetings. Maureen Hood will be out on Friday the October 20th.

Adjourn: 11:58 a.m.

Amarillo College

A G E N D A

Institutional Effectiveness Committee
9/8/06
10:30 – 12:00 pm
Library 112

I. Introductions
> A. New Members
>> Bobbie Hyndman
>> Macy Kohler
>> Eric Wallace
> B. Continuing Members
> C. Director of Outcomes Assessments

II. Minutes of May 12, 2006 meeting

III. Review of changes to Program Review
> A. Self-Study
> B. Policy and Procedures

IV. External Review Form Development of Program Review
> A. Criteria - same as Program Review Self-Study
> B. Draft of External Review Report/Form

V. Next Meeting: October 2006 – E-mail Brandy Hayes with best times and days of the week for fall meetings.

VI. Other

VII. Adjourn