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MINUTES

Institutional Effectiveness Committee
5/12/06
2:04 – 3:22 pm
Library 112

Attendees:	Danita McAnally (chair)	Jon Bellah	David Fike
	Maureen Hood	Mark Hanna	Dale Longbine
	Delton Moore	Richard Pullen	Sheree Talkington

Absent:	Angela Allen	Jeff Doiron	Rebecca Easton
	Alan Kee	Macy Kohler	Gay Mills

Recording Secretary: Brandy Hayes

Call to order: Danita McAnally called the meeting to order at 2:04 pm

Review of minutes: Danita McAnally asked the committee to review the January 11, 2006 meeting minutes. Committee indicated that the minutes were accurate.

Presentation of Proposed Self-Study: McAnally presented the proposed self-study approach which was shared with the Vice President's Council. She reported that everyone on the Council was supportive of the new approach.

McAnally asked everyone to review the edited self-study forms. No errors were found.

McAnally asked if the forms were ready to be passed on to the President's Cabinet for final approval. Mark Hanna made a motion to pass. Richard Pullen seconded that motion. Motion passed unanimously.

Update the Institutional Program Review Policy and Procedures: McAnally discussed the changes that will need to be made to these policy and procedures the committee agreed to the changes and asked her to make the updates.

Benefits of new process for Program Review Self Study:
1. Number of hours involved in creation of self-study will be much less.
2. Focuses on analysis and resulting improvements.
3. Requirements of external entities provide criteria for the assessment.
4. Automation of statistics allows for focusing on analysis.

5. Web-based approach allows for embedding links to the requirements and other relevant documentation.
6. Provides a systematic integration of outcome assessments, PET forms, past Program Reviews, and budgeting. Closes the loop for institutional effectiveness.

SACS Update: McAnally stated the next SACS reaffirmation of accreditation visit will be in 2013. We will start preparing for their visit in 2011. McAnally also received an e-mail from SACS that had proposed changes (shift in numbers and word changes). She will wait until after December to see if these rhetorical changes approved before updating the Program Review Self-Study form's additional information sections.

Which divisions are next?
2005-2006

Library - **Non- Instructional**
I.E. Committee recommended this area pilot test the new form since:
1. Library was moved up to last year at Dr. Byrd's request to delay ITT Division
2. Library completed strategic plan during last year but didn't have time for Program Review
3. Mark Hanna served on I.E. Committee and understands the expectations

2006-2007
1. College Advancement (remaining programs College Relations and Professional & Org. Development) – **Non-Instructional**
2. Business Division – **Instructional**
3. Science & Engineering Division – **Instructional**
4. Industrial and Transportation Technologies Division – **Instructional**

2007-08
1. Finance & Administrative Services – **Non-Instructional**
2. Allied Health Division –**Instructional**
3. Information Systems & Technology - **Non-Instructional**

2008-2009
1. Extended Programs - **Non-Instructional**
2. Language, Communication and Fine Arts Division - **Instructional**
3. AC Foundation (since this is a separate entity, program review process is optional) - **Non-Instructional**

2009-2010
1. Nursing Division - **Instructional**
2. Student & Academic Development – **Non-Instructional & Instructional**
3. Workforce Development Division – **Non-Instructional & Instructional**

2010-2011
1. Behavioral Studies Division – **Instructional**
2. KACV (since this is a separate entity, program review process is optional) - **Non-Instructional**
3. College Advancement- **Non- Instructional**

External Review Committee Members: Sheree Talkington asked about selection of appointments on the External Review Committees. Mark Hanna stated it's good to have a variety of view

points. Danita McAnally then explained how committee members are selected. Dale Longbine and Richard Pullen think we should continue to use the same selection process.

Program Review Timeline:

    Orientation for Self-Study: June 1 through September 15
    Self-Study Form Submission Deadline: January 15
    Orientation for External Review Committees: January 15-30
    External Review: January 30 - April 15
    External Review Report/Form Deadline: April 15
    External Review Oral Report: Deadline: April 30

Next Meeting: September 8, 2006 – Subject: Criteria for External Review Committee

Meeting Adjourned: Meeting adjourned at 3:22 pm.