



MINUTES

Institutional Effectiveness Committee

1/11/06

3:08 – 4:48 pm

Library 112

Attendees: Danita McAnally (chair) Rebecca Easton
Maureen Hood Jon Bellah
David Fike Angela Allen
Alan Kee Delton Moore
Mark Hanna Richard Pullen

Absent: Jeff Doiron Macy Kohler
Dale Longbine Gay Mills
Sheree Talkington

Recording Secretary: Brandy Hayes

Call to order: 3:08 pm

Minutes of April 25, 2005 meeting: Mark Hanna moved to approve the minutes with the identified revisions. David Fike seconded the motion. Motion passed unanimously.

Thank you note/letters - Danita thanked Ashley Golden, Mark Hanna, Tommy de Jesus, and Delton Moore. She gave special commendations to Jon Bellah and Brandy Hayes. Danita asked the committee if they would support her sending commendations letters on behalf of this committee to Jon and Brandy which would be included in their official employee records.

The primary reasons for revising the self-study component were identified. Danita asked the committee to review and e-mail her with any comments or revisions.

Final review and approval of changes to the Guidelines for Development of Program Review Self-Study (including both Instructional and Non-Instructional):

Desired Goals of Revised Self-Study:

- Reduce time involved in completing self-study document
 - Eliminate redundancies
 - Use features of web-based document

- Provide automated charts for all data in an easy to access link
- Provide hyperlinks to all referenced material
- Create a consistent criteria evaluation
 - Based on existing external evaluations including SACS *Principles of Accreditation*, THECB Academic Course Guide Manual (ACGM) and Workforce Education Course Manual (WECM); Federal Educational Rights Privacy Act (FERPA)
- Design a self-study document that focuses the self-study writers on analysis rather than description and/or self-promotion
- Integrate improvements based on recommendations from other Amarillo College major assessment documents including Planning and Evaluation Tracking (PET) forms and current strategic plan within the Program Review's Self-Study
- Shift to the new "culture" requiring proof of student learning and service outcomes including evidence-based decision making and proof of improvements/revisions based on these student outcomes

Web site presentation of self-study forms for Instructional and Non-Instructional:

Errors found in Instructional Form

Add link to update the forms
 Add 2009-2013 years to drop down list
 Change division of Science and Engineering to Sciences and Engineering
 Re-distribute the web pages for corrections
 Database re-numbers when you go choose the "previous" button
 Many typos and misspelled words
 Missing links
 Add "print" button
 Job placement data not currently available to IR. Possible to pull data for employment within three-years from Perkins data

Jon Bellah introduced embedded Excel pivot table containing statistical data.

Rebecca Easton suggested that graphs with faculty names be password protected.
 David Fike agreed. (Note: Only three divisions currently loaded.)

Errors found in Non-Instructional Form

Change division of Science and Engineering to Sciences and Engineering
 Missing bold and italicized formatting
 Typos and misspelled words

Danita opened the floor for comments:

David Fike thinks the website is phenomenal, but someone should take a test run before it is released for college-wide use. Committee agreed that Library would test first.

Angela Allen thinks the graphs in the website will be a lot easier after they learn how to use them. Rebecca Easton suggests that Charles Hendrix conduct a class on how to use the graphs within this website.

Danita recommended the following sequence for approval and implementation:

1. I.E. Committee approve with noted revisions.
2. Provide a preview to Vice President's Council (division chairmen) and seek input.
3. Hold another meeting to review all edits.
4. Present the recommendation for this new self-study approach to President's Council for approval.
3. Have Library pilot the new self-study and provide any suggestions to this committee.

Richard Pullen made a motion to accept the new self-study and move forward by being testing to work out the "bugs". Angela Allen seconded the motion. Motion carried unanimously.

At the next meeting, present the edits for the self-study forms. Include an explanation of why the changes were made for the benefit of the new committee members. Those committee members rotating off asked to be invited to the next meeting to review this final version. An e-mail will be sent out to request best meeting times for current and past members

Danita announced Dr. Jeff Seybert will be conducting an Assessment Workshop January 27, 2006 beginning at 8:30am. Everyone is encouraged to attend.

A copy of the hand-outs from today's meeting will be sent to those absent.

Meeting adjourned: 4:48 pm