

# ACC Meeting Name: Achieving Excellence Committee

**DRAFT**

**Meeting Date:** February 19, 2010

**Time:** 9:00am to 11:00am

**Location:** HBC, Room 201

**Co-chairs:** Soon Merz and Ron Johns

**Members Present:** Amanda Karel, Charles Quinn, David Borden, D'Maris Allen-Mierl, Jason Vidrine, Kirk White, Lyman Grant, Rich Griffiths, Ron Johns, Roslyn Wallace, Stephanie Hawley, Steve Clary, and Sylvia Galvan-Gonzales.

**Members Absent:** Arnold Perez, Caryn Newburger, Cleburn Zwernemann, Constance Elko, Denise White, Diane Whitley-Bogard, Joshua Bacak, Julie Wauchope, Kathleen Christensen, Kathy Walton, Margaret Reid, Martha Perez, MaryJane McReynolds, Merilee Shopland, Michiel Davis, Mike Midgley, and Soon Merz.

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**Agenda Item 1:** Approval of Minutes from November meeting

**Presenter:** Ron Johns

**Discussion:** No discussion.

**Decisions/Actions:** Kirk moved to approve the minutes and it was seconded by D'Maris. The minutes were approved.

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**Agenda Item 2:** Student Learning Outcomes Subcommittee

**Presenter:** Ron Johns

**Discussion:** Ron reviewed the charge for the SLO, QEP and SSR subcommittees. He updated AEC that SLO matrices are still being collected from the different programs.

**Decisions/Actions:** No decisions/actions taken.

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**Agenda Item 3:** Student Learning Outcomes and Assessment Refresher Course

**Presenter:** Ron Johns and Amanda Karel

**Discussion:** Ron announced that Amanda has agreed to offer a refresher course on Student Learning Outcomes and Assessment.

**Decisions/Actions:** The course will be held March 4<sup>th</sup> in HBC at 3:30 pm.

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**Agenda Item 4:** General Education Assessment

**Presenter:** Ron Johns

**Discussion:** Ron informed the committee that the Coordinating Board is examining General Education issues, including: general education assessment, assessability of the SLOs for general education, and inclusion of courses in the core curriculum.

Ron is in the process of forming a joint subcommittee between AEC and the General Education/Core Curriculum Committee to address the implications of the CB's work. Membership on any of the subcommittees (QEP, SLO, SSR, etc.) is open to anyone interested, not just AEC committee members.

**Decisions/Actions:** No actions/decisions were taken.

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**Agenda Item 5:** Quality Enhancement Plan Subcommittee

**Presenter:** Amanda Karel

**Discussion:** Amanda reported that the QEP subcommittee met Tuesday. The subcommittee began developing an overall QEP timeline based on when reports are due to SACS. Next, the QEP subcommittee will look at best practices from other institutions and SACS' information to develop the QEP topic identification process.

**Decisions/Actions:** Amanda requested additional volunteers to serve on the subcommittee from the workforce faculty and classified staff groups. Steve Clary requested that an email be sent to committee members stating that QEP information is available on the OIEA website in the Achieving Excellence Committee area.

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**Agenda Item 6:** Support Services Review Subcommittee

**Presenter:** Amanda Karel

**Discussion:** The SSR subcommittee met on Thursday and drafted a new SSR timeline. The proposed Support Services Review timeline was discussed and some dates were changed. Next, the subcommittee will begin developing rubrics for the SSR documents.

Amanda offered to train AEC members as SWOT facilitators. Roslyn suggested soliciting others outside the committee to help with SWOTs. Stephanie Hawley offered to be trained as a SWOT facilitator.

**Decisions/Actions:** A motion to approve the timeline with changes was made by Kirk White and seconded by Charles Quinn. AEC will forward its recommended timeline to Dr. Kinslow.

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**Agenda Item 7:** SACS Update

**Presenter:** Ron Johns and Amanda Karel

**Discussion:**

a. December conference: Ron reported that SACS is allowing more flexibility in how ACC approaches complying with Core Requirements and Comprehensive Standards. However, we need good documentation and arguments for ACC's approaches and demonstrate that ACC's methods close the assessment loop. SACS is very serious; they put Texas Tech on probation in December.

b. Amanda gave kudos to Roslyn for getting the Lineman notification out and reported that we have received word from SACS that we do not have to do a prospectus for the Lineman program. Amanda reported that work on a prospectus for the Round Rock campus has begun.

**Decisions/Actions:** No decisions/actions were taken.

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**Agenda Item 8:** Summer Meetings

**Presenter:** Ron Johns

**Discussion:** Ron polled the members to see who on the committee would be here this summer to determine if AEC can meet in August.

**Decisions/Actions:** It was affirmed that we would have enough members to meet. AEC will meet on the third Friday in August.

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**Agenda Item 9:** Adjournment

**Presenter:** Ron Johns

**Discussion:** No discussion.

**Decisions/Actions:** The meeting was adjourned at 9:59a.m.

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**Next meeting:** April 16, 2010, room 301