

# ACC Meeting Name: **Achieving Excellence Committee**

**Meeting Date:** April 15, 2011

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

**Location:** HBC, Room 201

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

**Members Present:** Amanda Karel, Charles Quinn, D'Maris Allen-Mierl, Hector Aguilar, Jason Haydon, Jason Hershey, Jason Vidrine, Laura Ore, Marcus Jackson, Merilee Shopland, Rich Griffiths, Ron Johns, Soon Merz, and Steve Clary.

**Support Staff:** Judith Wynn, Rhonda Boyce

**Members Absent:** Agnes Robinson, Constance Elko, Daniel O'Hanlon, David Borden, Denise White, Diane Whitley-Bogard, Jennifer Gray, John Jacobs, Jose Hinojosa, Julie Wauchope, Kathleen Christensen, Kathy Walton, Kirk White, Lola Cowling, Lyman Grant, Margaret Reid, MaryJane McReynolds, Michiel D. Davis, Mike Midgley, Rita Mathis, Robert Bermea, Stephanie Hawley, Sylvia Galvan-Gonzalez.

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

**Presenter:** Soon Merz

**Discussion:** Laura moved to approve the minutes as written. D'Maris seconded the motion and the minutes were unanimously approved.

**Decisions/Actions:** The minutes for the November 19, 2010 meeting were approved.

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**Agenda Item 2:** Subcommittee Reports

**Presenter:** Ron Johns

**Discussion:**

I. Quality Enhancement Plan (QEP)

Soon updated members on the status of the QEP topic selection. The QEP topic is being revisited by members of the SSISC. She explained that the SSISC had originally selected a topic involving developmental math. The SSISC had taken into consideration advice given by the Achieving the Dream coaches to integrate their initiatives and become focused. While the QEP topic process did not identify developmental math as a top theme, it was one of the topics identified and developmental math is one of ACC's Achieving the Dream initiatives. Soon said that new input from a team of members from SSISC who had attended the Entering Student Success Institute (ESSI) created a need to revisit the QEP topic. Some dissatisfaction of this process was expressed by subcommittee members, especially since it did not follow the QEP topic selection plan. Soon reminded members that the QEP subcommittee is an advisory group, whereas SSISC is the decision-making group. Soon added that the QEP topic selection plan is a living document and needs to be flexible to accommodate changes that may be needed.

II. General Education Task Force

Ron reported that the Gen Ed Retreat on February 25th resulted in the identification of 9 competencies. To solicit feedback on the competencies, word about the survey has been going out to the college community via the website, through groups, marketing and the President's announcements. 541 responses to the survey have been received so far.

Ron noted that at the upcoming April 29<sup>th</sup> meeting of the Task Force, the competencies will be re-written as needed and final approval will be sought through ACAC. Ron requested that everyone RSVP this meeting. He also announced another Gen Ed retreat on June 17<sup>th</sup> and invited AEC members to attend. Soon noted that there was an AEC meeting scheduled on June 17<sup>th</sup> and that in order to accommodate the Gen Ed retreat, the AEC meeting will be combined into the retreat.

III. Support Services Review (SSR)

There was no update on SSR.

#### IV. Student Learning Outcomes (SLOs)

Ron reported that the Student Learning Outcomes subcommittee will become more active this summer in preparation for SACS visit to ACC. It was noted that we lost a very active member, Martha Perez, but Laura Ore has agreed to join the committee as her replacement.

**Decisions/Actions:** No decisions at this time.

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#### **Agenda Item 3:** CurricUNET update

**Presenter:** Soon Merz

**Discussion:** Soon announced that ACC has made the decision to purchase CurricUNET to help with the student learning outcomes documentation for SACS. After talking with Houston Community College and Lone Star College and learning that all of the ACGM and WECM courses had already been entered into the CurricUNET system, ACC arranged for a demo and a hands-on workshop. The participants in the demo and workshop were very interested in the product. Due to the short timeline for purchasing and implementing the product, the decision to purchase was made quickly. Although the original intent for purchasing CurricUNET was to house course and program level student learning outcomes, due to staffing issues in IT, the decision was made to also purchase the Assessment module to house the assessment for the course/program level student learning outcomes.

A steering committee has been formed to shepherd us through the implementation process which will take 4 months (typically 6). CurricUNET's assessment module will facilitate us getting the needed data for compliance with SACS. Soon said that the assessment module is a temporary measure. After our SACS visit, Soon will honor her promise to faculty to have them participate in a deliberate process to select an assessment software tool.

Soon reported that there was some interest in the Advisement module of CurricUNET and we may be looking into demos in the future. If we do purchase the Advisement module, Soon said that CurricUNET is very interested in working with ACC to do an alpha test on an app that would allow students to monitor their degree plans on their smart phones.

**Decisions/Actions:** No decisions at this time.

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#### **Agenda Item 4:** Instructional Program Review update

**Presenter:** Marcus Jackson

**Discussion:** Marcus provided an update on IPR and said the schedule has been revised to include all the programs in a 5 year rotation. Mike Midgley put Gaye Lynn Scott in charge of an ad hoc group to align the SSI process with the IPR process, to keep it cohesive and to work out the kinks.

An IPR meeting schedule has been created to go on the President's calendar and the committee size will be doubled by having 2 members from each dean area instead of 1. The IPR co-chairs Tracie Nobles and Kelly Petkus, along with Marcus Jackson, Amanda Karel and Soon, have started meeting to revamp the IPR guidelines, summary report template, evaluation and feedback process.

**Decisions/Actions:** No decisions at this time.

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#### **Agenda Item 5:** CCSSE/Noel Levitz results

**Presenter:** Rich Griffiths

**Discussion:** Rich presented an update on the Community College Survey Student Engagement (Spring 2010) and Noel Levitz Satisfaction Inventory (Spring 2011) results to AEC. The presentation provided an overview of each survey and highlights of each survey's results.

**Decisions/Actions:** No decisions at this time.

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#### **Agenda Item 6:** Student Success Initiative update

**Presenter:** Soon Merz

**Discussion:** Soon announced that ACC's Achieving the Dream facilitators will be visiting ACC next week and meeting with various groups. She noted that originally, Achieving the Dream was a 5-year initiative but when ACC joined, it became a 2-year initiative with a 4-year commitment. This means that we would have coaches for 2 years but that our plan was for 4 years and we would submit data to AtD for 4 years. A grant covered the

first two years and she mentioned the possibility of another grant to fund an additional year of coaches. For SSISC, Achieving the Dream has been a primary focus and the Faculty Coach Program a main initiative. There are 39 faculty coach departments this year and 20 more will be added next year. SSISC is in the process of identifying the new departments, so that the new coaches can be named. The coaches have a 2 year commitment with the specific role of helping their departments gather and interpret department data. Soon said that SSI is being imbedded in board policy and other college initiatives.

**Decisions/Actions:** No decisions at this time.

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**Agenda Item 7:** Announcements

**Presenter:** Soon Merz

**Discussion:** No announcements.

**Decisions/Actions:** No decisions at this time.

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**Agenda Item 8:** Adjournment

**Presenter:** Soon Merz

**Discussion:** No discussion.

**Decisions/Actions:** The meeting was adjourned at 11:00a.m.

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**Next meeting:** June 17