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

Meeting Date: September 17, 2010
Time: 9:00am to 11:00am
Location: HBC, Room 301
Co-chairs: Soon Merz and Ron Johns

Members Present: Amanda Karel, Constance Elko, Daniel OHanlon, Denise White, Derek Thomas, Jason Vidrine, Kathleen Christensen, Kathy Walton, Laura Ore, Lola Cowling, Marcus Jackson, Margaret Reid, Martha Perez, MaryJane McReynolds, Merilee Shopland, Robert Bermea, Ron Johns, Soon Merz, Rita Mathis, and Steve Clary.

Support Staff: Judith Wynn, Rhonda Boyce

Members Absent: Caryn Newburger, Charles Quinn, Cleaburn Zwernemann, David Borden, D'Maris Allen-Mierl**,** Julie Wauchope, Kirk White, Lyman Grant, Michiel D. Davis, Mike Midgley, and Rich Griffiths, Rodney Hermes, Stephanie Hawley, and Sylvia Galvan-Gonzalez.

Agenda Item 1: Approval of Minutes from June meeting
Presenter: Soon Merz
Discussion: Minor corrections noted. Ron moved to approve the minutes as amended. Denise seconded the unanimous vote.
Decisions/Actions: The minutes for the June 18, 2010 meeting were approved as amended.

Agenda Item 2: Election of AEC Co-Chair
Presenter: Soon Merz
Discussion: Soon asked for nominations. Steve Clary nominated Ron Johns to serve again as Co-chair. It was seconded by Denise White and approved unanimously.
Decisions/Actions: Ron Johns was re-elected to serve as co-chair of AEC.

Agenda Item 3: Review of AEC's Functions and Responsibilities
Presenter: Soon Merz
Discussion: Soon reviewed the official functions of the committee for benefit of new members. She also noted functions not yet fulfilled, in particular the Clearinghouse piece. Marcus will be assigned to work on this. Soon also gave a brief history of the committee, its accomplishments in the last 4 years, and a breakdown of its subcommittees where the real work has been done. Members were invited to serve on a subcommittee.
Decisions/Actions: No decisions at this time.

Agenda Item 4: Discuss AEC Work Plan
Presenter: Soon Merz
Discussion:
I. Quality Enhancement Plan (QEP)
    A. Amanda reviewed what the QEP is, its purpose and gave an update on where it is in the process.
    B. 3 major tasks
        1. publicizing the QEP (website, meetings, posters/flyers)
        2. soliciting participation (36 responses to date)
        3. evaluation and prioritization of ideas (November meeting)
        4. major task now is publicizing the QEP and soliciting ideas
    C. Denise White volunteered to be the Faculty representative for Workforce area.

II. General Education Task Force
  A. Ron reviewed the need and goals for the Gen Ed Task Force
    1. need to review the current general education competencies
    2. develop new, more relevant competencies in accordance with CB and SACS requirements and based on ACC's needs
    3. determine best ways to assess the competencies
  B. First meeting will be Friday, Sept. 24th at 1:30pm
III. Support Services Review (SSR)
  A. Soon gave an update on SSR and overview of the 5 questions
  B. 19 administrative units up for review in SSR's first year of implementation (director level & up)
  C. The SSR subcommittee is refining the rubrix for the SSR reports and will read & evaluate the report.
IV. Student Learning Outcomes (SLO's)
  A. Soon stated the ultimate goal is better alignment of the processes we have in place so courses clearly relate to programs, to general education and to ACC's mission.
V. Compliance Certification and Assessment Software
  A. New software needed to help tie up loose ends and to obtain needed documentation for SACS.
  B. Because compliance is a challenging process, the software will help us better coordinate.
  C. Because ULEAD is problematic, we need more sophisticated assessment software to replace it.

Decisions/Actions: The AEC committee will make a recommendation to the College Wide Technology Committee on what software the college needs. After discussion it was decided to concentrate more on compliance tools to give more time for faculty involvement with the review of assessment tools in place.

Agenda Item 5: Discussion about what ACC needs a Software Package to Accomplish
Presenter: Soon Merz
Discussion:
I. Simple/user friendly
II. Shows the whole assessment cycle
III. An organized repository for results and documents
IV. Flexibility over time
Decisions/Actions: Need more faculty input; get references from other schools; pull in heavy users of ULEAD in the demos; talk to departments to see how they use ULEAD and what they need from assessment software.

Agenda Item 6: Update on Student Success Initiative (SSI)
Presenter: Soon Merz
Discussion:
I. Looking at data to see where there may be gaps in student's educational success
II. Achieving the Dream Initiative
  A. Implemented mandatory orientation
  B. Implemented Faculty Coach program
    1. program in 2nd year
    2. adding 20 new Faculty Coaches
  C. Implemented Math Advising program
  D. Data Retreat-October 29th
Decisions/Actions: No decisions at this time.

Agenda Item 7: Adjournment
Presenter: Soon Merz
Discussion:
Decisions/Actions: The meeting was adjourned at 11:00a.m.

Next meeting: October 15, 2010 (room 301)