

ACC Meeting Name: **Institutional Effectiveness Committee**

Meeting Date: March 23, 2012

Time: 1:30pm to 3:30pm

Location: HBC, Room 301

Co-chairs: Soon Merz and Ron Johns

Members Present: Robert Bermea, FC Caranikas, Lola Cowling, Kathleen Christensen, Michiel Davis, Rich Griffiths, Marcus Jackson, Ron Johns, Kirk Kelly, Bailey Kral, Willie Martinez, Mike McCarthy, MaryJane McReynolds, Arlis Moore, Jim Nelson, Daniel Ohanlon, Charles Quinn, Jason Vidrine and Denise White

Support Staff: Rhonda Boyce, Judith Wynn

Members Absent: D'Maris Allen-Mierl, Hector Aguilar, David Borden, Steve Clary, Constance Elko, Sylvia Galvan-Gonzales, Lyman Grant, Nancy Laudenslager, Soon Merz, Mike Midgley, Tracie Nobles, Laura Ore, Ann Palmer, Matthew Pappas, Margaret Reid, and Kathy Walton.

Agenda Item 1: Welcome

Presenter: Ron Johns

Discussion: Ron welcomed members to the meeting.

Decisions/Actions: No decisions at this time.

Agenda Item 2: Approval of Minutes from last meeting

Presenter: Ron Johns

Discussion: Daniel moved to approve the minutes. Charles seconded the motion and the minutes were approved.

Decisions/Actions: The minutes for the February 17, 2012 meeting were approved.

Agenda Item 3: New SENSE Survey Data presentation

Presenter: Rich Griffiths

Discussion: Rich presented the results of the SENSE survey which was administered in September, 2011. The goal of the survey is to focus on experiences of FTIC students in their first couple of weeks and then identify ways to help them be successful rather than dropping out.

Decisions/Actions: No decisions at this time.

Agenda Item 4: SACS Compliance Certification Submission Progress

Presenter: Bailey Kral

Discussion: Bailey reported that the 712 page Compliance Certification was mailed to SACS on March 10th and is considered our first draft. The next step will be the Focused Report. Meanwhile we will be asking the PLT members to identify subject matter experts to be a "go to" person which will help with the Focused Report. The Focused Report must go out Sept. 13th. The on-site team will arrive at ACC on Oct. 31st.

Bailey also reported that ACC is compliant with all of the standards except four: 1.) Substantive change, 2.) Intellectual Property rights, 3.) Assessment (partially compliant) and 4.) Gen Ed Program level assessment.

Decisions/Actions: No decisions at this time.

Agenda Item 5: Discipline Assessment Cycle (DAC) Worksheet Report

Presenter: Ron Johns

Discussion: Ron reported that to date progress is good and 240 programs have submitted DACs. These are being inputted into CurricUNET, which will be the repository and should be finished by mid-April. Out of 1443 courses at ACC, 1369 have submitted a Master Syllabi.

Decisions/Actions: No decisions at this time.

Agenda Item 6: QEP Website and Update of Campaign

Presenter: Marcus Jackson

Discussion: Marcus gave an update on the QEP Campaign and reported that since the last meeting, we now have a QEP website. To get familiarity and “buy-in” with the QEP, we are having a contest to “Name That QEP”. The contest runs from March 20-April 6. When the contest closes and the top 3 names have been identified, everyone will have the opportunity to vote on the name. Then we will “market” the project and spread out to the college. The winner will be announced April 24th. There have been 280 submissions so far. Mary Jane McReynolds strongly recommended a student be on the committee that picks the winner as well as the criteria to ensure a clear and transparent process.

Decisions/Actions: No decisions at this time.

Agenda Item 7: Instructional Program Review (IPR) Report

Presenter: Marcus Jackson

Discussion: Marcus reported that we have 25 programs going through review this year. All but two have started the process. April 20th is the deadline and everything currently is on track.

Decisions/Actions: No decisions at this time.

Agenda Item 8: Support Services Review (SSR) Report

Presenter: Daniel O'Hanlon

Discussion: Daniel announced the need for SSR sub/committee volunteers. They do not have to be a member of the IEC committee. The improvements from last year were due March 1. To date we are around 60% compliant.

Decisions/Actions: No decisions at this time.

Agenda Item 9: Announcements

Presenter: Ron Johns

Discussion: There were no announcements.

Decisions/Actions: No decisions at this time.

Agenda Item 10: Adjournment

Presenter: Ron Johns

Discussion: The meeting was adjourned at 2:57pm.

Decisions/Actions: No decisions at this time.

Next meeting: April 20th.