

## ACC Meeting Name: **Institutional Effectiveness Committee**

**Meeting Date:** June 15, 2012

**Time:** 1:30pm to 3:30pm

**Location:** HBC, Room 301

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

**Members Present:** FC Caranikas, Steve Clary, Lola Cowling, Sylvia Galvan-Gonzales, Marcus Jackson, Ron Johns, Willie Martinez, MaryJane McReynolds, Jim Nelson, Daniel Ohanlon, Margaret Reid and Denise White.

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

**Members Absent:** D'Maris Allen-Mierl, Hector Aguilar, Bailey Kral, Robert Bermea, David Borden, Kathleen Christensen, Michiel Davis, Constance Elko, Lyman Grant, Rich Griffiths, Nancy Laudenslager, Kirk Kelly, Mike McCarthy, Soon Merz, Mike Midgley, Arlis Moore, Tracie Nobles, Laura Ore, Ann Palmer, Matthew Pappas, Charles Quinn, Jason Vidrine and Kathy Walton.

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**Agenda Item 1:** Welcome

**Presenter:** Ron Johns

**Discussion:** Ron welcomed members to the meeting.

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

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**Agenda Item 2:** Approval of Minutes from last meeting

**Presenter:** Ron Johns

**Discussion:** Steve moved to approve the minutes as written. Denise seconded the motion and the minutes were approved.

**Decisions/Actions:** The minutes for the March 23, 2012 meeting were approved.

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**Agenda Item 3:** SACS Compliance Certification Submission Progress

**Presenter:** Soon Merz for Bailey Kral

**Discussion:** Soon reported that the Compliance Certification, submitted to SACS on March 15<sup>th</sup>, had been reviewed, and on May 25<sup>th</sup> we received their recommendations. There were 19 recommendations that we must respond to in a Focused Report due September 14<sup>th</sup>. Assessment was a major piece of the recommendations needing to be addressed. A draft of the Focused Report will be due to the Provost in early July. After additional review and editing, we hope to submit the report by the end of August or early September. In October, the On-Site SACS committee will address any recommendations or issues not addressed in the Focused Report.

**Decisions/Actions:** Bailey will email a more detailed update to committee members.

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**Agenda Item 4:** Discipline Assessment Cycle (DAC) Worksheet Report

**Presenter:** Ron Johns

**Discussion:** Ron reported that SACS is pleased with our DAC process but concerned that there aren't enough review cycles and history of the process at ACC. Although almost 100% of the 246 DAC worksheets have been submitted for this year, we need to get 100% compliance as soon as possible. All 246 report are due today in the CurricUNET system. The DAC peer review committee will meet next week to review the data and identify

some leading programs to demonstrate implementation of our assessment process. SACS is concerned that U-LEAD and CurricUNET didn't have 100% participation. The goal is 100% participation.

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

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**Agenda Item 5:** Support Services Review (SSR) Report

**Presenter:** Daniel Ohanlon

**Discussion:** Daniel stated that due to the SACS recommendation regarding assessment deficiencies, there will be major changes to the SSR timeline. The changes are being implemented immediately so they can be included in the Focused Report.

Some of the changes noted were: SWOT's will be due March 15<sup>th</sup> or before Spring Break and SSR reports will be due May 1<sup>st</sup> versus June 1<sup>st</sup>. In addition, SACS is seeking evidence that Support Service units were doing some sort of assessment during the period before the Internal College Survey (ICS) and participation in the new SSR. All units are being asked to provide some evidence of assessment in the interim period for the Focused Report. Units scheduled for review in AY14 and AY15 will be asked to do a mini-improvement plan. As a result of SACS, modifications and enhancements to the rubrics used for evaluating the SSR reports have been made and will look more at the content rather than at the process. SACS feedback indicated that the SSR seemed too flexible and that some assessment areas were not "measurable". (Improvements need to apply directly to the unit being assessed; distance education student needs should be addressed in the assessment process). SACS is seeking 100% participation in the assessment process. Correspondence regarding changes in SSR specifically included mention of the consequences of failure to comply.

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

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**Agenda Item 6:** Instructional Program Review (IPR) Report

**Presenter:** Marcus Jackson

**Discussion:** Marcus reported that 22 out of 25 IPR reports have been submitted; 18 have submitted the accompanying QIP. Eighteen self-study chairs working on IPR reports have received their stipends. Nineteen programs are scheduled for review next year, and 12 self-study chairs have been identified. Kimberly Perkins and Kelly Stockstad will be IPR co-chairs for 2012-13. As a result of SACS recommendations, some modifications to the IPR process are being considered. We need to demonstrate how each program is incorporating distance learning versus face-to-face comparisons. The DAC is now incorporated into the IPR process.

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

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**Agenda Item 7:** Discussion of 2012-13 IEC Work Plan

**Presenter:** Ron Johns

**Discussion:** Ron presented a draft of the IEC work plan. There was some discussion about "Improvement Awards" for 1.) improvement plans, and 2.) updates. Awards will be given for SSR and IPR. The IEC will vote annually on which improvement plans and updates should receive an award.

Ron also mentioned a possible Institutional Climate Survey which would be done every 5 years as a college wide assessment. There was also discussion of the STAAR test that is replacing TAKS, and implications for standards of entering college students: how will this impact student assessment and student learning outcomes?

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

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**Agenda Item 8:** Adjournment

**Presenter:** Ron Johns

**Discussion:** The meeting was adjourned at 2:56pm.

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

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