

ACC Meeting Name: **Institutional Effectiveness Committee**

Meeting Date: October 19, 2012

Time: 1:30pm to 3:30pm

Location: HBC, Room 301

Co-chairs: Soon Merz and Ron Johns

Members Present: Ann Palmer, Bailey Kral, Bonnie Spanogle, Denise White, FC Caranikas, Kathleen Christensen, Kathy Walton, Kirk Kelly, Lola Cowling, Marcus Jackson, MaryJane McReynolds, Mike McCarthy, Ron Johns, Soon Merz, and Willie Martinez.

Support Staff: Rhonda Boyce, Judith Wynn

Members Absent: Charles Quinn, Chris de la Ronde, D'Maris Allen-Mierl, Daniel Ohanlon, David Borden, Hector Aguilar, Jason Vidrine, Jim Nelson, Kelly Stockstad, Kimberly Hawkins, Laura Ore, Lyman Grant, Margaret Reid, Michiel Davis, Mike Midgley, Nancy Laudenslager, Rich Griffiths, Robert Bermea, Steve Clary and Sylvia Galvan-Gonzales.

Agenda Item 1: Welcome

Presenter: Soon Merz

Discussion: Soon welcomed members to the meeting. She also acknowledged the success of the ACC Planning Retreat this year which resulted in strategic priorities for the college. The PLT will approve the strategic priorities at their next meeting. OIEA will post the public version of Mick Normington's presentation on the OIEA website in the near future.

Decisions/Actions: No decisions at this time.

Agenda Item 2: Approval of Minutes from last meeting

Presenter: Soon Merz

Discussion: Mike McCarthy moved to approve the minutes as written. Denise White seconded the motion and the minutes were unanimously approved.

Decisions/Actions: The minutes for the June 15, 2012 meeting were approved.

Agenda Item 3: Vote on Co-chair

Presenter: Soon Merz

Discussion: Marcus reported that no one responded to the call for nominations that went out last week. Soon opened the floor for nominations for co-chair and Ron Johns was again nominated and unanimously approved.

Decisions/Actions: Ron Johns will serve as Co-chair of the committee for FY 2012-2013.

Agenda Item 4: SACS Report

Presenter: Bailey Kral

Discussion: Bailey announced that the SACS reviewers are arriving Oct. 28 and Oct. 29 for campus visits. The purposes of the site visit are to review compliance issues, to review standards mandated by the federal government and to evaluate the Math PLUS QEP. On Oct. 30 and 31 the reviewers will be at HBC to conduct interviews. Bailey asked everyone involved to clear their calendars. IEC subcommittee members involved in the development of the QEP will most likely be involved in the interviews.

Decisions/Actions: Soon will provide Bailey with names of the IEC/QEP subcommittee members who worked on developing the QEP. Bailey will send copies of the SACS informational packet to all IEC members.

Agenda Item 5: Instructional Program Review (IPR) Report

Presenter: Marcus Jackson

Discussion: Marcus provided handouts illustrating IPR's 5 year review cycle for instructional programs as well as the schedule for 2013-2017, and then reviewed the process for IEC members. He reported that IPR has had good feedback and is a more efficient and meaningful process.

Marcus also noted that assessment for non-credit programs and units is accomplished through the Support Services Review (SSR) process. There has been discussion of including non-credit instructional programs in IPR, with the non-credit administrative units remaining in SSR. This issue may be revisited in the near future. The first IPR committee meeting is next Friday.

Decisions/Actions: No decisions at this time.

Agenda Item 6: Discipline Assessment Cycle (DAC) Worksheet Report

Presenter: Ron Johns

Discussion: Ron reported that ACC began implementation of the Discipline Assessment Cycle in spring 2011 and has 100% participation in the process. 77% of programs have completed all sections of the DAC for 2011-12 with the remainder planned for later semesters. 27% of programs have completed all sections of the DAC for 2012-13.

DAC has been an ad hoc committee but has recently been approved as a formal committee by the ACAC and the Shared Governance Review Council. The reporting process for the DAC committee to relay outcomes to the VP has not been defined. The DAC committee will meet twice per semester; upcoming DAC Reviews are scheduled for 11/9 and 11/30.

Decisions/Actions: No decisions at this time.

Agenda Item 7: CurricUNET Update

Presenter: Soon Merz for Daniel Ohanlon

Discussion: Soon stated that we are having some issues with CurricUNET as a result of several things: (a) not using the system as it was intended to be used so some functionality is missing; (b) ACC's IT department is not allowing two-way data exchange between CurricUNET and the college's data systems; and (c) extensive restricted and unrestricted elective options for some programs has resulted in difficulty addressing who and how to assess these in the DAC.

We are currently in the 2nd year of a 3 year contract with CurricUNET and in 2014 will have to decide whether or not to continue the contract or look for another vehicle. Soon recommends continuing for 3 additional years. One of the benefits of using CurricUNET is that it gives us time to define and refine our assessment process. Soon has indicated she would likely use a 2 year process involving faculty to investigate alternative systems towards the end of a 4 to 6 year experience with CurricUNET.

Decisions/Actions: No decisions at this time.

Agenda Item 8: Support Services Review (SSR) Report

Presenter: Soon Merz

Discussion: Soon reported that SSR was an area SACS looked at which had some weak points. SACS has recommended units develop stronger measures for their SSR QIPs. We will be incorporating more structure this year, including reviewer evaluation of Units' measures. This will require revision of the SSR evaluation rubrics. In addition, SSR documents that do not meet standards will need to be revised and resubmitted, with evaluation of the revised documents.

Mike McCarthy asked if it was possible to highlight exemplary SSR documents for others to view and was informed that all SSR reports/QIPs are posted on the OIEA website.

Decisions/Actions: No decisions at this time.

Agenda Item 9: Announcements

Presenter: Soon Merz

Discussion: Soon took this opportunity to provide an update to members on the Academic Master Plan (AMP). A draft of the process and data collection templates have been posted to the college website. The model for the ACC Academic Master Plan was based on Truckee Meadows Community College's educational plan and modified for ACC's needs.

The AMP will be a rolling 3-year plan. It is intended to be a plan that outlines what the unit plans to do to improve student success and will be tied to the 5 SSI goals. Rather than work within the framework of the

funds that are available in the budget, as we currently do, the intent is to have units “think outside the box” and develop plans with associated resource needs. If the initiatives are approved as priorities for the college, then it would be up to administration to find the funds to implement the initiative. As part of the process, Deans and VPs will summarize and prioritize plans to create the academic master plan
The timeline is to have the AMP finalized by April, 2013, and after that ACC will begin the next cycle. Stephanie Hawley is setting up focus groups at each campus to support the academic master plan process.
Decisions/Actions: No decisions at this time.

Agenda Item 10: Adjournment

Presenter: Soon Merz

Discussion: The meeting was adjourned at 3:25pm.

Decisions/Actions: No decisions at this time.