Institutional Effectiveness Committee Meeting Minutes
October 5, 2022
10:00-11:30 am

Attendees

Alisa Montgomery (attended with Dr. Buchanan), Allegra Modlin, Dr. Barbara Buchanan, Bernadette Bailey, Beverly Murphy, Dr. David Townsend, Dr. Don Miller, Elizabeth Townsend, Emily Buchanan, Larry Coleman, Laurie Clayton, Lisa Cooley, Dr. Michele Mathis (Chair), Dr. Pamela Senegal, Rosalind Cross, Dr. Shelly Stone-Moye, Stephen Desimone

Welcome

Approval of meeting minutes

Approved meeting minutes from 4/27/22 – 5/12/22. A motion was made by Larry Coleman to approve the minutes as written and seconded by Lisa Cooley. The minutes were approved by the committee unanimously.

Reaffirmation update

Dr. Mathis provided a SACSCOC reaffirmation update. The focused report and QEP narrative were submitted back in August. Additional information is being provided to the onsite committee as it is requested. A plethora of interview groups have been scheduled to meet with the onsite committee to finalize compliance. QEP group is putting together a presentation for the onsite visit and is practicing to various groups, including Executive Council.

Dr. Mathis opened the floor for questions regarding the reaffirmation update. Dr. Townsend requested Dr. Mathis to send out the Institutional Summary so the required documentation can be provided.

Policy review and approval

Dr. Mathis explained and showed on screen the changes made to [Policy 2.28 Substantive Change](#). A purpose statement was added. A motion was made by Dr. Buchanan to approve the policy as stated and seconded by Dr. Townsend. The policy changes were approved by the committee unanimously.

A discussion was initiated by Dr. Mathis about [Policy 6.2 Programs of Study](#). There were questions about advisory committees and timelines around PARs and SARs. Dr. Buchanan explained that the structure of advisory committees will be changing, beginning with one big committee involving a higher-level fundraising partnership opportunity. Lisa Cooley noted that the advisory committee question has been resolved.

The next question brought up by Dr. Buchanan was should the timeline of PARs and SARs move to three years or stay at five years? Dr. Townsend responded in favor of the five-year timeline as the "sweet spot", citing experience with a seven-year timeline that is too lengthy and a three-year timeline that is too short. He also voiced a concern to revisit PARs to make them more intentional, purposeful, and impactful for faculty, deans, and everyone involved in the process. Dr. Buchanan agreed with both statements. Dr. Mathis agreed to help with that process. Lisa Cooley explained that the only thing left to do for Policy 6.2 is to update the language in the PAR and refresh the exhibits.

Review and approve 22-23 IE Plan
Dr. Mathis began the discussion around Initiative 1, Goal 1, Objective 2 of the IE Plan. Dr. Townsend's question/comment left in the IE Plan document regarding the addition of or change to targets to include tracking participation of employees in DEI professional development events was addressed and opened up for explanation and discussion. Dr. Townsend noted that the Vector, LMS training required annually for all full-time employees includes a DEI section that could be added and measured. Dr. Mathis posed the question about the wording/content of the target of 5% over baseline. Dr. Townsend and Laurie Clayton voiced their opinion in favor of keeping the target as is until further operations and procedures are developed in HR and with People Admin. Initiative 1, Goal 1, Objective 2 was approved as it is written by the committee unanimously.

Dr. Mathis began the discussion around Initiative 2, Goal 1, Objective 1 of the IE Plan. Dr. Senegal asked a question about "alerts" being the leading indicator in this area and if the wording of the target is correct. Dr. Stone-Moye responded saying that it is the correct wording/indicator. Dr. Stone-Moye requested that the primary responsible person for this objective to be changed to Allegra Modlin instead of Tasha Williams. Initiative 2, Goal 1, Objective 1 was approved by the committee unanimously with the changes made above.

Dr. Mathis began the discussion around Initiative 2, Goal 1, Objective 2 of the IE Plan. She explained the reasoning for the baseline data that is written in green and that it is set to be changed with new data when it becomes available. Initiative 2, Goal 1, Objective 2 was approved as it is written by the committee unanimously.

Dr. Mathis began the discussion around Initiative 2, Goal 1, Objective 3 of the IE Plan. She explained the change of the target to a 5% increase due to challenging courses in an 8-week format. Dr. Townsend voiced his agreement in a comment in the IE Plan document, and Dr. Buchanan also agreed with the change. Dr. Buchanan (as well as Alisa Montgomery) requested changing all of the primary responsible people for each objective to position titles instead of names to be consistent throughout the plan.

Dr. Mathis began the discussion around Initiative 3, Goal 1, Objective 1 of the IE Plan. Dr. Buchanan voiced a concern to add a target to determine how many of our students are showing interest in transferring to a 4-year institution. Dr. Townsend responded with the possibility of using dashboards (NC Towers or National Student Clearinghouse) to track students to see how many students transfer to a four-year institution. Dr. Senegal and Dr. Townsend voiced a concern about the lag time with the data from NC Towers. Dr. Stone-Moye asked if NSC data would be the same issue, and the group decided to change the data source to NSC. Beth Townsend noted that there have been discussions about having celebrations for transfer students and is interested in partnering with SD during graduation prep events to hold this celebration. Dr. Mathis changed the primary person responsible to Dr. Bryan Ruffin with approval from Dr. Senegal with intentions to change it to the correct position title at a later time. Dr. Senegal suggested using the NCCCS Data Dashboards as well for a data source regarding the new target. Initiative 3, Goal 1, Objective 1 of the IE Plan was approved by the committee unanimously with the changes made above.

Dr. Mathis began the discussion around Initiative 4, Goal 1 of the IE Plan. She requested feedback from Dr. Senegal. Dr. Senegal responded with approval, saying that it is a good starting point. The question about a data source for Objective 2 was posed by Dr. Mathis. Dr. Senegal suggested pulling a report of enrollment in WBL courses. Dr. Townsend suggested using Jonathan Willis and Dr. Tammy Hurt as resources to gather data. Dr. Senegal suggested adding a target involving increasing enrollment in WBL courses. Dr. Buchanan suggested adding the new advisory committee in the targets for Objective 1. Dr. Mathis followed up with a suggestion to change the number of meetings per year from 1 to 2. Dr. Senegal agreed with the change. Beth Townsend asked a question about changing the total number of businesses to active businesses per year for WBL. Dr. Buchanan voiced her opposition due to not being able to find interested students in a business' area. Others voiced opposition, so the change was not accepted.

Dr. Mathis provided an explanation of the perceived decline in all NCCCS Performance Measures that stems from the change of the presentation of the data from using a percentage to an index score.

Dr. Mathis opened the floor for comments/questions/concerns about the IE Plan. Dr. Buchanan asked a question about administering surveys that are more "point in time". Dr. Mathis provided insight on the idea of "point in time" surveys brought up in Executive Council to increase response rates. Dr. Miller noted that students are currently filling out evaluations after tutoring appointments using the WC Online platform. Dr. Senegal asked if the response rate is increasing for these surveys, and Dr. Miller responded saying the rate is not high. Dr. Stone-

Moye pointed out that the Needs Assessment was not included in the annual survey section. She noted that the response rate is higher since it is associated with ACA classes. Dr. Mathis agreed and added that there have also been discussions around incentivizing the completion of surveys to increase response rates. Stephen Desimone suggested requiring the completion of surveys to "unlock" access to the course final exam. Dr. Townsend agreed and added that long surveys have lower response rates and should be as brief as possible. Dr. Senegal agreed with Stephen's suggestion, and Lisa Cooley added that they should be brief and easy as to not create a strain on students prior to their final exam. Stephen suggested administering surveys during the mid-term exam period, so assessments and adjustments can be made well before the end of the term.

Dr. Mathis opened the floor to obtain a motion to approve the IE Plan with the contingency of replacing names with position titles in the implementation plan. A motion was made by Dr. Townsend to approve the plan and seconded by Dr. Senegal. The minutes were approved by the committee unanimously.

New Business
- **Review/edit annual surveys (Fall 2022)**
  Dr. Mathis asked the question to the committee about what process would be the best way to review and edit annual surveys. Dr. Townsend suggested forming a subcommittee of stakeholders across the College with the responsibility of collaborating within their respective areas to clean up and streamline the surveys. Laurie Clayton agreed and added that she did not change anything last year to determine if there were improvements over the prior year with the turnover of staff. Dr. Mathis asked Dr. Townsend to clarify if he meant for the subcommittee to be derived from the IE committee or from all college employees. He responded with either way as long as there is representation across the College and all committee members cross check their content with other areas of the College. Dr. Buchanan suggested that surveys used by other colleges should be reviewed to help us obtain the brevity that we are looking to achieve.

Adjournment

As recorded by Hunter Ashworth