



## **Institutional Effectiveness Committee Meeting Minutes**

**October 30, 2023**

**2 - 3:15 pm**

### **Attendees**

Dr. Barbara Buchanan, Dr. David Townsend, Emily Buchanan, Hunter Ashworth, Laurie Clayton, Lisa Cooley, Dr. Michele Mathis (Chair), Dr. Shelly Stone-Moye

### **Welcome**

### **Approval of meeting minutes**

Approved meeting minutes from 6/28/2023. A motion was made by Dr. Townsend to approve the minutes as written and was seconded by Lisa Cooley. The minutes were approved by the committee unanimously.

### **Review and Approve Edits to Policy 2.30 Institutional Effectiveness**

Dr. Mathis explained the changes that were made to the Purpose Statement and Section 4.2. A motion was made by Dr. Buchanan to approve the policy as written and was seconded by Laurie Clayton. The policy was approved by the committee unanimously.

### **Performance Measures Training**

Dr. Mathis elaborated on the idea of targeted training for performance measures. Dr. Buchanan explained the need to involve deans in their area's performance measure training. Dr. Buchanan suggested providing a summary of the student-level data at the training. Dr. Stone-Moye agreed. Dr. Mathis reported that findings from the trainings can be shared out to advisors and other staff members. Dr. Mathis read off the staff members that she had identified for being responsible in each area of performance measures to confirm and solicit any necessary additions suggested by the IE Committee. Dr. Mathis elaborated on the purpose of the training sessions being to provide more insight into what is being tracked and where the data is coming from regarding all performance measures. Dr. Buchanan and Dr. Stone-Moye suggested presenting a performance measure overview in the Strategic Enrollment Management Committee meeting and have individual sessions with the responsible parties for the remaining areas. Dr. Buchanan expressed concern on tracking licensure pass rates better.

### **23-24 IE Plan: Implementation of Strategic Plan**

Dr. Mathis reminded the committee to be sure everyone is implementing, tracking, and assessing the Strategic Plan.



### **Course Evaluations – Watermark Course Evaluation and Survey (CES)**

Dr. Mathis notified the committee that the College is shifting from Anthology to Watermark CES to administer course evaluations and implementation is currently in progress. Dr. Mathis also explained the timeline for the CES launch.

### **Committee Roles and Responsibilities**

Dr. Mathis asked the committee if everyone thinks that the IE Committee is doing all that it should in terms of roles and responsibilities, specifically Role 1. Dr. Stone-Moye suggested that more feedback should be obtained from students that will be or have been impacted by college-wide procedures. Dr. Buchanan emphasized the need for point of service surveys. Dr. Stone-Moye asked how broad the point of service survey initiative will be. Dr. Mathis answered by saying that the surveys will cover all areas of the College and elaborated on the distribution methods that we are planning to use. Dr. Mathis also explained that the implementation of point of service surveys is underway and will be released soon.

Dr. Mathis asked the committee about implementing a “Report Card” initiative that would summarize all the program and service areas of the College, identifying what goals are being met or not met.

Dr. Mathis asked the committee about the verbiage of Role 1 and/or other roles. Dr. Buchanan suggested that Role 5 be updated to say “accreditation body” instead of SACSCOC, given the new legislative changes. Dr. Buchanan also agreed with Dr. Townsend about Role 4 aligning with Role 1. Dr. Buchanan mentioned that she is more interested in the point of service survey initiative versus the “Report Card” initiative. Dr. Stone-Moye agrees with the verbiage in Role 1 but is concerned with how much the College is doing to accomplish this role.

Dr. Mathis asked the committee if everyone is content with what the committee is doing regarding Role 1 or is there anyone that would like to play a larger role. Dr. Buchanan suggested that supplemental processes to the IE Committee are not reflected in the committee roles (ex. Power BI dashboards).

Dr. Mathis charged the committee to send forward any ideas or changes to the roles via email if they arise after the meeting is concluded.

### **New Business**

Dr. Buchanan gave kudos to ORIE for the Power BI dashboards that have been released thus far. Dr. Mathis notified the committee that ORIE is going to begin offering training sessions on how to use the dashboards.



Dr. Townsend expressed concern with DEI training not being included in Vector training, therefore it won't be able to be assessed. Dr. Buchanan and Dr. Stone-Moye addressed the concern saying that it had been discussed amongst leadership and is planned to be included in Vector training next year.

**Adjournment**

Meeting was adjourned at 2:59 pm

As recorded by Hunter Ashworth