

Dalton State College

Meeting Minutes

**Committee:** Institutional Effectiveness Committee

**Date/Time/Place:** April 17, 2001, 1:30 p.m., LIA 236

**Presiding:** Laura Rose

**Present:** Terry Bailey, Elizabeth Bagley,, Henry Codjoe, Judy Cornett, Donald Davis, Sarita Gale, Nancy Mason, Rob Narke, Jane Parks, Patricia White

**Absent:** Kent Harrelson, Faye Hawkins

<b>Topic</b>	<b>Discussion/Report</b>	<b>Disposition</b>
<b>Chair called meeting to order at 1:35, after distributing Agenda and various IE documents to all committee members.</b>		
<b>Chair announced the primary purpose of meeting and asked for committee member reports regarding Section 3.1, "Planning and Evaluation: Educational Programs."</b>		
<b>Elizabeth Bagley discussed interviews and issues regarding compliance/non-compliance.</b>	<b>Elizabeth Bagley submitted draft report to members Henry Codjoe and Laura Rose.</b>	<b>No major findings of non-compliance.</b>
<b>Judy Cornett summarized</b>	<b>Interviewees are properly</b>	<b>Additional interview being</b>

<b>interview findings.</b>	<b>maintaining Division notebooks which documents educational goals and assessment of same.</b>	<b>scheduled. Final report in progress.</b>
<b>Laura Rose summarized interview findings.</b>	<b>Business and Technology assessment notebooks, though well-documented, are currently a “work in progress.” Chair of Division is aware of concerns. Developmental Studies assessment plan has not been implemented. Institutional Research and Planning is in compliance.</b>	<b>Division Chair and Director of Developmental Studies will work toward IE compliance.</b>
<b>Elizabeth Bagley asked committee members about public service involvement of our institution and documentation of same.</b>	<b>General consensus that public service was a relevant concern of IE and SACS accreditation.</b>	
<b>Nancy Mason presented first of reports regarding assessment criteria 3.1.2.</b>	<b>Social Sciences are on target with assessment notebooks for Division. Math and Sciences has mission statement but few course goals, and assessment notebooks are not consulted to “close the loop.” Annual reports on file. Business and Technology has goals for individual courses but not for the entire Division.</b>	<b>Final report in progress.</b>
<b>Jane Parks reported on assessment criteria 3.1.3.</b>	<b>Humanities has no major non-compliance issues; Developmental Studies is in process of implementing assessment plan.</b>	<b>Written report in progress.</b>
<b>Patricia White summarized interview findings</b>	<b>Patricia White spoke with Director of Nursing about</b>	<b>Additional interviews are being scheduled. Written</b>

regarding 3.1, 4, 5, 6.	educational effectiveness and goals, as well as data collection of same.	report in progress.
<b>Brief discussion about “should” statements and IE compliance.</b>		
<b>Patricia White asked committee for clarification about individual vs. Division or general education assessment.</b>		
<b>Elizabeth Bagley asked for clarification on what constitutes an “academic program.”</b>	<b>Henry Codjoe mentioned that new assessment guidelines for Academic Program Review have been prepared by the Board of Regents to help the institution with their Academic Program reports.</b>	<b>Section on IE will mention college’s preparation toward the program review as required by the Board of Regents.</b>
<b>Sarita Gale summarized interview findings regarding assessment criteria 3.1. 4, 5, 6.</b>	<b>Saw no major problems of non-compliance for Social Sciences and Institutional Research and Planning. Physical Education is beginning the documentation process.</b>	<b>Final report in progress.</b>
<b>Terry Bailey reported on interview findings.</b>	<b>President spoke highly of the institution and saw no major problems. Humanities has lots of documentation and no major issues regarding compliance. Chair of Business and Technology has not finished interview questions to date.</b>	<b>Interview questions from Chair of Business and Technology will be gathered and summarized. Final report in progress.</b>
<b>Sarita Gale reported on assessment criteria 3.2, “Planning and Evaluation: Administration and Educational Support</b>	<b>Discussion focused on interviews with representative from OCIS, Continuing Education, and Campus Bookstore.</b>	<b>More documentation being gathered. Final report being prepared</b>

<p>Services.”</p>	<p>Bookstore Director not aware of assessment procedures and referred many questions to head of Fiscal Affairs. OCIS has mission statement which is currently being revised. Continuing Education is way ahead of curve in many respects, and a meeting regarding assessment notebooks is planned.</p>	
<p>Rob Narke presented interview findings.</p>	<p>Enrollment Services, Fiscal Affairs, and Student Affairs has worked closely with the Director of Institutional Research and Planning. Lots of documentation provided and, in fact, all three offices appear to be in very good shape and their Vice-Presidents were optimistic about their evaluation and assessment responsibilities in the future.</p>	<p>Additional interview being scheduled; final report in progress.</p>
<p>Don Davis discussed interviews (3.2 assessment criteria).</p>	<p>No major assessment concerns regarding Dalton State College Foundation. Some possible non-compliance issues regarding Alumni Association. Director of Student Activities is now utilizing student surveys in order to shape future activities. Public Safety has no long-term planning or assessment procedures in place. Concerns regarding “noncompliance” were also discussed. Is there a formal definition of same? How “condemning” should the</p>	<p>Final report in progress. Chair referred committee to SACS documents regarding definition of compliance and non-compliance.</p>

	<b>assessment reports be?</b>	
<b>Patricia White presented interview findings regarding Administrative and Educational Services interviewees.</b>	<b>Food Services has no formal planning procedures and little documentation. Ace Center Director provided extensive documentation. Public Relations is developing assessment plans and goals but has no formal procedure to gauge success and therefore close the “assessment loop.”</b>	<b>Final report in progress.</b>
<b>Judy Cornett discussed interview findings.</b>	<b>Library Director provided extensive documentation and statistics supporting IE compliance. OCIS has no major problems regarding same. Plant Operations is moving toward developing evaluation and planning procedures, but is presently a work in progress.</b>	<b>More documentation being gathered. Final report in progress.</b>
<b>Chair Laura Rose asked for final drafts of individual reports by May 11. Meeting adjourned at 3:30 p.m.</b>		<b>Final drafts should be placed on computer diskettes (Microsoft Word) and sent to Kent Harrelson. All documentation should be given to Chair.</b>