

College Planning and Effectiveness Committee

Meeting Minutes

January 29, 2007

Present: Karla Rush, Chair; Mike DeLong, Ron Helm, Brad Holloway, Dusty Johnston, Laura Lawrence, Kim Lovelace, Dave Rush, Joan Stirling

Next meeting: March 1, 2007, 11:00 a.m., Administration Building Conference Room

I. Call to order

Karla Rush welcomed committee members to the first meeting and provided a copy of an overview of the purpose and responsibilities of the College Planning and Effectiveness Committee. Discussion of the mission and goals of the committee was given by Dr. Johnston.

II. Discussion

Dr. Johnston outlined his vision for the committee. He sees the primary responsibility of the committee as one of monitoring the assessment processes of the various departments of the college and ensuring that the assessments are being carried out. The Administrative Council is responsible for the Strategic Plan and the Institutional Effectiveness areas of assessment and the Instructional Council is responsible for the assessment of student learning. Our committee should act to ensure that each of those groups carry out the goals they have set in the Strategic Plan and the assessments they have developed for their groups.

Dr. Johnston handed out an Assessment Matrix previously used at Rich Mountain Community College and asked that we develop a similar matrix specific to Ozarka College which can be utilized to identify everything done at Ozarka College that is considered assessment. It will be used as a check sheet for our committee to go by to assure that assessment is being conducted at Ozarka College, to identify where the results of the assessments can be found, to determine if the results are being used and to document the activities. In addition, after a matrix is created, we should also create a glossary to accompany the matrix that will describe each assessment so that everyone can more clearly understand what the assessments are and their purpose. Our matrix, along with our committee minutes, should show that we are concerned with assessment and that we are using assessment to improve our college.

III. Other

The committee will meet monthly to monitor and review planning and assessment activities. It will keep minutes of each meeting and submit to them to the President, along with a mid-year and end-of-the-year report of the committee activities and recommendations.