

Institutional Effectiveness/Strategic Planning Committee Agenda  
Thursday March 2, 2023 – 1 pm

Committee members: Erica Caracoglia, Wesley Beddard, Brian Busch, Tabitha Miller, Nathan Mizell, Billy Barber, Daniel Price, Marty Flynn, Vickie Murphy, Ryal Watkins

Present: Erica Caracoglia, Brian Busch, Tabitha Miller, Nathan Mizell, Billy Barber, Vickie Murphy, Ryal Watkins

1. Welcome and Introductions

- Erica introduced herself as the new IE/IR director and gave a bit about her background.

2. Minutes from last meeting?

- The most recent minutes were from November 2022 when a program review was done on GOT. The minutes only reflect the meeting was held, who attended, and noted that committee suggestions were noted elsewhere. Did not call an official approval of the minutes.

3. Discuss program review process and timeline:

- Erica asked questions about the programs reviewed in 22SP and 22FA – committee consensus was that the programs listed on the 22-24 schedule had been done (College Transfer/AGE, GOT, AHR, Electrical Systems, Accounting – Bus Admin – Entrepreneurship, CJC and Public Safety). Teacher prep (new program; only 3 or 4 classes differ from AA) is on the calendar for 23SP but will be combined with Transfer/AGE during the next time it is reviewed.
- Discussed what reviews had been completed in the previous years and what the process looked like. Noted that reviews were not completed in 20SP as a result of institutional changes due to COVID.
- Talked about the one-year follow-up process. Committee indicated that the IE/IR director and program leads did this together and the committee was not involved. Stated it was a fairly new process.
- Talked about the data provided and what could be added to enhance the process:
  - Dr. Miller mentioned FTE generated by program classes, information about special populations (as may related to Perkins funding reporting), and information about performance measures.
  - Erica asked if changing the grade report to ABC, DF, and Withdrawal rates over a period of years would be helpful – explained that those data would be more in-line with the other types of grade reports available (other institutions, NCCCS). Committee agreed this made sense.
- Discussed the opportunity to look at program health annually through a shorter process. Also a way to make the “one-year” check-in more useful. Suggestion was made to combine Annual Goals, SLO outcomes, and questions about

program improvements, changes, etc into annual form so faculty/staff are always thinking about these things. Then have larger review every three-years as done now. Erica will work on combining the template for these things and present at the next meeting.

- Discussed data regarding third-party credentials – we have to rely on instructors to report this information based on classes that offer testing for these. Consider starting an MCC dataset regarding this.
  - Discussed tracking job placement and who is responsible. Ultimately it is up to the program lead for CTE programs; AA/AS grads typically tracked for transfer, not job placement. Discussed IE providing program leads a list of who graduates each year to help leads track placement. Also discussed IE and Career Center director working together to create a graduating student survey to try and pinpoint some of that information.
4. Review committee purpose and makeup
- Erica asked if committee had been responsible for looking over other reviews – administrative area reviews and goals; committee indicated they had been involved in program reviews and strategic planning.
5. Other items
- For next meeting, Erica will work on sending out invites for the programs that need to complete reviews this year – Fire & Rescue, EMS, and Early Childhood. Will provide template of review and ask that leads start working on those and Erica will send data soon.
  - Keep meetings at Thursday afternoon. Check teaching schedules of faculty to determine the best time.