

Institutional Effectiveness/Strategic Planning Committee Minutes
Wednesday, January 24, 2024

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

Present: Erica Caracoglia, Tabitha Miller, Ryal Watkins, Daniel Price, Nathan Mizell, Billy Barber, Marty Flynn

1. Approval of December 8, 2023 meeting minutes.
 - Motion to approve by Dr. Miller.
 - Seconded by Nathan Mizelle.
 - Unanimous approval by those in attendance.
2. Program Review Update Discussion
 - Erica opened the floor for discussion regarding the sample program reviews provided for committee review.
 - Majority of the committee members like the template used by Surry Community College – easy to navigate, much of the data is necessary and applicable, provides a realistic overview of the program.
 - Discussion points on parts within the review:
 - Percent of courses taught by adjuncts – depending on program this may be skewed as adjuncts teach a higher percent (i.e. College Transfer) however the data is needed to help determine if we are employed a sufficient number of FT faculty per program. Need to have percentages for both FT and adjunct.
 - Discussed ways annual enrollment could be calculated. Will need to formalize this number. How do we capture all students within a program that are actively taking courses but may be taking courses within another program (ie Advanced Mfg programs)?
 - Discussed annualized FTE and if this is based on the number of students considered active in the program and includes all courses (such as program and gen ed) or if we looked at only the program courses. Current practice is to supply data for only program courses.
 - Workforce demand – currently using Bureau of Labor Statistics data; not timely and not as localized as we would like. Have looked at labor data software and currently those are cost prohibitive for MCC.
 - Employment rates of students – need to be a “where applicable” field as not all programs have the ability to track data.
 - We currently do not have a method to track student satisfaction at the program level.

- Retention rates need to be provided for all courses, as well as ABC/DF/W data.
- Need to include PLO assessment – require programs to aggregate data to get a big picture of student learning.
- Employer Satisfaction – “where applicable”
- Advisory committee satisfaction – tie in with advisory committee survey.
- Budget – what do we include? Discussion included how do we let programs know what they bring in versus what they expend. How do we provide the type of data that would be included in executive level discussion of program health specific to budget.
- Need to add section on marketing.
- Next steps – Erica to revise the template so that it is more applicable to what we need here at MCC and provide for review and feedback at the next meeting.
- Next meeting 2/14/24 is the scheduled program review for Electrical Systems. May need to schedule an additional meeting in February to discuss review process changes.