

Analysis Committee Minutes  
August 2, 2000  
9:00 AM – 11:00 AM  
Boardroom – District Office

Called to Order by Sharon Blackman

In attendance:

✓	Sharon Blackman	✓	George Keith	Karen Pagenette
✓	Carol Brown	✓	Vicki Kloosterhouse	Kristen Salomonson
	Eleanor Fox		Chuck Neumann	✓ Marty Smydra
	Tahir Khan		Marty Orłowski	✓ Andrea Taylor

**SUMMARY OF PREVIOUS MINUTES:**

Sharon Blackman stressed the goals of the committee. She asked the committee to review the informational reports that have been provided so that a strategy based on discussions and conclusions could be developed that would impact the organization.

**COMMITTEE COMPOSITION:**

New committee members need to be recruited due to retirement of some members. Sharon Blackman agreed to continue as temporary chair.

IR will continue to send a representative to the meetings. New members need to reflect faculty perspective covering particularly major areas of the purposes addressed by the reports that have been addressed such as general education and transfer.

**Action:**

Sharon Blackman will contact Debra Rowe, Behavioral Sciences and Susan Murdock, Counseling to serve on the committee. She will ask Debra Rowe to offer suggestions for other potential committee members. Susan Murdock is chosen because of her extensive work on transfer issues.

It was also suggested that the college coordinators and 4 campus coordinators would be considered for committee participation.

#### **UPDATE ON DEVELOPMENTAL ED:**

Initially, the Analysis Committee recognized that Developmental Ed was in focus at the college at the time and an analysis effort showed that Dev Ed would be considered a priority for CPC.

Carol Brown reported that the resulting Developmental ED Task Force has completed their analysis and recommendations. They will present 14 major implementations to the CPC.

#### **COMMITTEE OBJECTIVES**

- Review reports prepared by Institutional Research
- Review meeting minutes to further discuss issues that impact the institution.
- Build a strategy to direct the research to action by the institution. The objective is to see some outcome at the institution that can be attributed to the material contained in the research reports.

The IR reports each contain certain elements that could be examined to improve the overall effectiveness of the institution and provide a means to monitor and evaluate the impact in the perspective of accreditation agencies like NCA.

Monitor the ever dynamics of change to deliver improvements in customer satisfaction for both students and HR issues as well.

- Pinpoint audiences for specific material and pinpoint connections.  
Examples:
  - NCA dialogue: Consequential data illustrating progress in terms of purposes and priorities resulting in action and behaviors.
  - CASSC: This is an assertive "action" committee upon which to focus attention and seek feedback. The CASSC would be a vehicle for addressing recommendations to the CPC.
  - Note: The Career Education Consumer Report Website being maintained by IR is an excellent vehicle to illustrate OCC's accomplishments to the public.
- OCC Tech: Institutional Effectiveness is a fully developed report and good tool to use to address issues as transfer and vocational instruction. The

- more educated this institution is on transfer will enhance OCC's ability to communicate this issue to students and other colleges.
- Carol Brown pointed out the effectiveness of the data collected by the Continuing Student Survey and Non-Returning Student Survey data in showing patterns for appropriate committees to evaluate.
  - Carol Brown also said that the issues addressed by this committee would help integrate the efforts of different committees to aid the cohesion process for action by the institution as a whole.

**George Keith's Four Recommendations:**

- Focus on Transfer as a priority and distribution of report to CASSC and Recommend that CPC endorse this as a college priority.
- Create a status report on priorities for 99-00 to validate the past year's priorities and report to CPC and College Senate.
- Present Institutional Effectiveness Reports to Chancellor's Council, CPC, CASSC, Deans, Department Chairs and College Senate.
- Dissemination of a summary report preferably in the Fall.

Sharon Blackman indicated that communication is a key to creating understanding of what is being studied, presented and how it affects each aspect of the institution.

**FUTURE MEETINGS:**

Plan to meet by late September to mid-November to work on the material presented so far and to continue to meet at least once per semester.

Meetings will also be scheduled in accordance of completion of reports from IR.