

Analysis Committee Minutes
October 19, 2000
12:00 – 2:00 PM
Boardroom – District Office

Called to Order by Sharon Blackman. In attendance:
Committee Members:

- ✓ Sharon Blackman
- ✓ Tahir Khan
- Vicki Kloosterhouse
- ✓ Sue Murdock
- Chuck Neumann
- ✓ Karen Pagenette
- Debra Rowe
- ✓ Marty Smydra

Ex-Officio Members:

- ✓ Carol Brown
- ✓ George Keith
- ✓ Marty Orłowski

Institutional Research Support:

- ✓ Cynthia Evans
- ✓ Eleanor Fox
- Laura Hurst
- Brian Moss
- ✓ Kristen Salomonson
- ✓ Laurie Sommer

Review of Analysis Committee Charge and Objectives

Sharon Blackman read from the initial invitation to participate by the CPC. She reiterated that the responsibility of the committee is **review** of the IE (Institutional Effectiveness) reports and recommendations generated by IR; **identification of issues** that need to be addressed; **creation of recommendations** designed to aid continuous improvement of the effectiveness process; **identification of appropriate college groups** to forward recommendations to.

Reports that have been submitted to the committee:

IE - Community Service

IE - Developmental Ed
IE - OCC Tech
IE - Transfer

The reports are in the binders provided to each member of the committee and Laurie Sommer will provide binders including previous meeting minutes to new members:

New members: Sue Murdock, Debra Rowe

Research support: Cynthia Evans, Laura Hurst, Brian Moss

George Keith recommended that the Committee endorse the activities already performed by the Developmental Ed Task Force. The accomplishments of the Task Force have been identified at previous meetings.

The literacy studies performed by Aaron Standard were mentioned and the fact that Andrea Taylor worked with Aaron on this project in relation to Developmental Ed. Marty Orlowski said he would ask Brian Moss to compile information or findings from materials that Andrea Taylor did in relation to this project that were prepared for the Developmental Ed Task Force.

Institutional Research Reporting Role and Updates:

Marty Orlowski updated IR's analyst assignments for creation and analysis of relevant reports:

IE – OCC Tech and Transfer Reports	Cynthia Evans
IE – Community Service	Laura Hurst
IE – Developmental Ed	Brian Moss
Workforce Development	Eleanor Fox

Note: The latest OCC TECH and Transfer reports are near completion. These drafts will be sent to the committee for review prior to the next meeting.

General Ed has not been implemented pending further input from the Analysis Committee and the CASSC.

Regarding the question of continuing work on these reports prior to completion SIS, Marty Orłowski said the new systems does not impact the ability to do these reports at the present time.

Marty Orłowski reviewed the Institutional Research reporting process:

- Data collection process
- Analyst prepares draft of statistical findings
- Drafts are submitted to appropriate councils and committees with request for presentation on their agenda(s)
- Additional meetings may be scheduled with appropriate department heads and/or faculty members
- The feedback is used to complete finalized reports

Regarding the question of IR providing the committee with a summary report again this year, Marty explained that the role of IR is to collect the information but the summarization process should be left with the Analysis Committee. This is due in part because IR staff's interpretation of what issues are important may not be the issues that are priority to this group.

Marty Orłowski reported that a comprehensive environmental scanning process is being established which would provide information from outside the institution for performance and issue comparison and to provide further benchmarks for OCC to evaluate itself by.

Executive summaries to IR reports will be included in the scanning database for reference purposes.

George Keith agreed that by the end of the year we should look at comparative data from outside the institution to evaluate what we are doing in terms of Developmental Ed, etc. He said a larger reality will help show OCC ways to promote change.

Discussion of Target Audiences for Analysis Committee Recommendations

Marty pointed out that IR's evaluation of what data to collect is an ongoing process which includes the question of identification of target audiences for input and conversation

Sharon Blackman recommended that data be presented to members of the faculty and senate to represent a broader cross section of

departments and disciplines. She mentioned that the presentation given to the recruitment team last year was a good idea.

Marty said IR will welcome suggestions on groups to contact regarding presentation of reports.

Sharon said she will talk to Jerry Faye regarding some time on the Senate agenda and when she and George Keith meet with Carol Brown, they will discuss the issue with her as well.

Marty Smydra pointed out that in order to effectively address the faculty level it may be necessary to include definitive text to describe how this work is related to the college arena in order to assure a clear understanding relating this material to their concerns at the college. Kristen Salomonson said it would be useful to do slides for faculty groups to define Institutional Effectiveness reporting to promote that education.

After discussion regarding sending Analysis Committee findings and recommendations to different councils and committees and the questions of authority and decision making issues, George Keith recommended that the committee follow the original CPC charge. Recommendations and findings should go to the CPC and allow the CPC to determine the probable arena. The CPC will have an opportunity to deliberate, recommend and endorse next action by the Analysis Committee in terms of approaching other groups with recommendations.

Preparation for 11/16/00 Meeting

Sharon said the Analysis Committee should, at this point, compare the '99 and '00 OCC TECH reports to see what similarities, differences and trends are indicated for the committee to analyze. Drafts of the latest reports will be sent to members as soon as possible.

Kristen Salomonson reported a large increase in annual salaries of graduates, and except for a drop in degrees, there are really no other major changes to report.

However, from '98-99 to '99-'00, the degree count has dropped significantly.

Actions for next meeting:

- 1) Analysis Committee members will meet in subcommittee to review the five completed reports:

OCC TECH Sharon Blackman
Tahir Khan
Vicki Kloosterhouse will be asked to participate

Transfer Sue Murdock
George Keith
Cindy Evans

Community Service Marty Smydra
Laura Hurst
Karen Pagenette

Developmental Ed Carol Brown
Chuck Neumann
Debra Rowe
Brian Moss
(all listed will be asked to participate)

Workforce Devel. Marty Smydra
Sharon Blackman
Eleanor Fox
Karen Pagenette

The subcommittees will meet prior to the November 16th meeting to examine the reports for specific issues, understanding the instrumentation used and extract recommendations to review with the committee for decisions such as whether to make recommendations to another part of the college or to monitor certain issues for a period of time and reexamine at a later date prior to noting trend issues prior to making recommendations.

- 2) Institutional Research will provide the following:
- a) An annual calendar of IR reports to aid the group to establish meeting dates and set targets for accomplishment.
 - b) Suggest list of audiences
 - c) List of additional reports produced by IR with short descriptions for consideration for review by the committee to provide a broader understanding of the institution. The committee can review the

reports keeping in mind to avoid confusing the data with Inst.
Effectiveness data.

Next meeting is 11/16/00 at 12 noon in the District Office boardroom.

Submitted by
Laurie Sommer
10/24/00