

## Institutional Effectiveness Committee

### Zoom Meeting Minutes

4 pm on June 4, 2020

**Attendees:** Da'Mon Andrews, Armond Boudreaux, David Chevalier, Carlos Cunha, John Giebfried, David Gribbin (Chair), Nick Kelch, Mike Rountree, Sandra Sharman, Angela Storck, Tommy Upchurch, and Sheila Wentz.

Mr. Gribbin opened the meeting by requesting and receiving approval for the May 7 meeting minutes. He then noted that the *EGSC Academic Program Creation and Elimination Policy* had passed internal governance. Dr. Cunha asked whether the version of the policy that went through governance was the original draft or the edited version prepared by Dr. Andrews. Dr. Andrews said that it was his version that had gone through governance.

Mr. Gribbin then talked about the review of EGSC QEP draft by Dr. Rugg, the College's external reviewer. Noting that Dr. Rugg is very thorough, he said that Dr. Rugg provided both a tract changes version of the QEP draft and a set of detailed comments. Mr. Gribbin noted that we need to make as much progress on the QEP as possible in June because the College will soon be receiving the SACSCOC Off-Site Committee's *Preliminary Report on the EGSC Compliance Certification 2020* and the College will need to devote substantial amount of time to preparing a *Focused Report* in response. To be able to submit the combination of the *QEP* and *Focused Report* to the On-site reviewers, July 24 has been set as the deadline for completing the full presentation in Compliance Assist.

Mr. Gribbin then reported that he was receiving both academic program and administrative unit 2019-20 assessment reports and emphasized the importance of receiving all these reports in preparing the *Focused Report* and for the SACSCOC on-site peer review scheduled for October 6-8.

The committee then discussed the results of the Spring 2020 EGSC Student Satisfaction Survey. Mr. Gribbin noted that although the survey was much shorter than the previous two surveys, several respondents left the survey incomplete when presented with a series of open-ended questions. To reduce student survey fatigue, Mr. Gribbin suggested that a single semester survey be replaced by a series of very short surveys that were each focused on a single topic. In response, Dr. Giebfried suggested making the open-ended questions optional. Dr. Cunha said that students were experiencing survey overload and there should be only a single satisfaction survey each semester that is limited to no more than five questions. Ms. Storck noted that other college departments conduct their own surveys and that these do not need to be included in a general satisfaction survey. Ms. Wentz pointed out the difficulty of analyzing open-ended responses. Mr. Gribbin suggested that after the *QEP* and *Focused Report* was completed, the IE Committee could develop a single very short satisfaction survey for Fall Semester 2020.

Finally, Mr. Gribbin gave an overview of reporting for Complete College Georgia (CCG) 2020, including an online strategy survey and a narrative report that has been expanded at the institution's discretion from a maximum of ten to fifteen pages. He noted that while the CCG 2020 narrative report was not due until October 30, Dr. Boehmer indicated that he would like to have a draft ready for the SACSCOC on-site peer review.

The meeting concluded at 4:42 pm.

Minutes submitted by David Gribbin