

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Thursday, April 16, 1998 - Harvin Center/Sage Room

**In Attendance:** Mike Anzaldua, John Detmer, Elizabeth Flores, Vera McCord, Georgia Paris-Ealy, Nancy Snouffer, Ann Stewart, Don Tyler, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair JoAnn Luckie.

**Not Attending:** Davis Rumfield (Military Leave).

**Guests:** Vickie Natale, Dean of Administrative Services

Luckie opened the meeting at 2:00 p.m. by thanking everyone for coming and asking committee members to introduce themselves. Vera McCord agreed to be secretary for the group. Packets of materials were distributed and explained. Committee attention was directed to page 2 of the Resource Manual on Institutional Effectiveness which stated the purpose of the committee as follows:

To study Del Mar College's institutional effectiveness through comparing institutional performance to institutional purpose, using an explicit, systematic, and documented process. The first step will be to review and assess Del Mar College's current practice.

Luckie reviewed the materials in the packet which included:

- (1) Resource Manual on Institutional Effectiveness;
- (2) Criteria for Accreditation by the Southern Association of Colleges and Schools (1996);
- (3) Section III on Institutional Effectiveness from the Peer Evaluation handbook; and
- (4) Copy of the 1988-1989 DMC Self-Study Report.

Guest Vickie Natale gave the committee background on Del Mar College planning, evaluation, and institutional research and explained the different documents and reports available to the committee. Discussion followed on unit plans and program appraisal.

Luckie pointed out that the Southern Association was placing particularly heavy emphasis on institutional effectiveness in 1998-99. She directed attention to the Peer Evaluation Handbook and information relevant to the committee.

**Institutional Effectiveness Committee Minutes**  
**Thursday, April 16, 1998**  
**Page 2**

Marcum offered to send out a copy of the response on the Pensacola Junior College Institutional Effectiveness report. She will also be sending a copy of the visiting committee response. Marcum then informed us of the other committees and their chairpersons as follows:

- ( 1) Institutional Purpose -- Mac Aipperspach
- ( 2) Institutional Effectiveness -- Joann Luckie
- ( 3) Education Program -- Maryann Williams
- ( 4) Special Educational Activities -- Patricia Shufelt
- ( 5) Faculty -- Manuel Flores
- ( 6) Educational Support Services -- Antonio David
- ( 7) Computer Resources and Services -- John Mastenbrook
- ( 8) Student Development Services -- Linda Ard
- ( 9) Organization and Administration -- Lenora Keas
- (10) Institutional Advancement -- Robert Ard
- (11) Financial Resources -- Donald Craig
- (12) Physical Resources -- Pilar Flores

**Assignments:** Luckie requested everyone look through the Resource Manual appendixes, Criteria 3.1 - 3.3 and compile any questions for the next meeting.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Thursday, April 30, 1998 - Harvin Center/Bluebonnet Room

**In Attendance:** Mike Anzaldua, John Detmer, Elizabeth Flores, Vera McCord, Nancy Snouffer, Ann Stewart, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair JoAnn Luckie.

**Not Attending:** Georgia Paris-Ealy, Davis Rumfield, and Don Tyler.

**Guests:** Dr. Jim Pierce, Self-Study Director

Luckie opened the meeting at 2:00 p.m. asking committee members to be sure and pick up handouts provided for the meeting.

Luckie thanked McCord for agreeing to be secretary for the group, and Anzaldua for agreeing to fill the Editor/Writer position.

Pierce addressed questions brought up by the committee.

Marcum presented a multimedia orientation on the SACS Self-Study. Marcum also distributed copies of the Pensacola Junior College Institutional Effectiveness report and the visiting committee response.

Luckie summarized the function of the Council on Planning and Institutional Effectiveness. The committee reviewed the various handouts and discussion ensued concerning the handouts. The committee separated into pairs to work on questions they might have concerning Appendix A-- Assessing Current Practice in the Resource Manual. Specifically, the following parts were reviewed:

- (1) Part 1: Conditions for Effective Planning and Evaluation Processes
- (2) Part 2: Characteristics of Planning and Evaluation Processes as Described in the Criteria for Accreditation
- (3) Part 3: Required Evaluations
- (4) Part 4: Outcomes of Institutional Planning and Evaluation Processes.

The pairs developed questions to be addressed by the committee. Due to time constraints, Luckie asked committee members to review the minutes from the last meeting on their own time and report corrections needed to her.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Thursday, May 7, 1998 - Harvin Center/Century Room

**In Attendance:** Mike Anzaldua, John Detmer, Elizabeth Flores, Vera McCord, Georgia Paris-Ealy, Ann Stewart, Davis Rumfield, Don Tyler, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair Jo Ann Luckie.

**Not Attending:** Nancy Snouffer

**Guests:** Vickie Natale, Dean of Administrative Services

Luckie opened the meeting at 2:00 pm asking committee members to pick up the following handouts provided for the meeting: Agenda; April 30 minutes; Planning & Assessment Flow Chart; Must Statements for 3.3; Document List; Survey Question Samples; Faculty Survey Responses; 1990 Reaffirmation Committee Report; 1997-98 Unit Plans booklets.

**Old Business:**

Marcum commented about the Power Point presentation made at the April 30, 1998 committee meeting. Marcum will be sending presentation disks to the committee members who were unable to view it at the last meeting.

Luckie referred the committee to the DMC Planning & Assessment Process Flow Chart and asked Natale to comment. Natale discussed the composition and purpose of the Council, and described its current task of evaluating college unit plans. She listed the council's proposed changes in the mission statement which the Board of Regents will consider at their next meeting.

Natale then addressed questions from the committee posed as a result of reviewing the Criteria for Accreditation (Commission on Colleges, 1996)--specifically 3.3. Institutional Research.

As requested by the chair at the last meeting, Flores reviewed the English and Social Science Unit Plans and reported to the committee, followed by discussion.

**New Business:**

Marcum suggested that the committee consider asking Dean Elvia Allie, Dean of Instructional Services at Tarrant County College, to come speak to the committee as a self-study consultant. Detmer so moved, Anzaldua seconded, and the motion carried.

Luckie directed the committee to a listing of college documents which will be used as reference material. Luckie also informed the committee that by the end of June, the committee must submit questions to Natale for a self-study survey. Luckie then requested members to review the survey questions used in the 1988 DMC Self-Study and determine if any of these questions should be

**Institutional Effectiveness Committee Meeting**  
**May 7, 1998**  
**Page 2**

presented from the committee to Natale. Luckie asked for committee response by **June 10, 1998**. Luckie also requested the members read the “Report of the Reaffirmation Committee.”

Luckie will send committee members a copy of the consultant report submitted by Dr. Doug Boyce following his November 1997 campus visit.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Wednesday, June 24, 1998 - Harvin Center/Sage Room

**In Attendance:** Mike Anzaldua, John Detmer, Vera McCord, Georgia Paris-Ealy, Anne Stewart, Nancy Snouffer, Don Tyler, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair Jo Ann Luckie.

**Not Attending:** Elizabeth Flores, Davis Rumfield

**Guests:** None

Luckie opened the meeting at 2:00 p.m..

**OLD BUSINESS**

I. Consultant

Marcum updated the committee on the request for an IE consultant visit and discussion followed. By July 1, 1998, Luckie, Marcum, and Pierce will submit a proposal to Dr. Armenta on goals for the consultant visit.

II. Survey

Anzaldua, who represented the committee at the survey questions workshop, reported that the survey is scheduled to be distributed sometime in late August or early September. The steering committee will decide ultimately what survey questions will be included. Deadline is June 30. Anzaldua reviewed guidelines for survey questions, and emphasized the need for questions to address must statements as well as specific college audiences. After Luckie presented recommendations for possible survey questions, the committee agreed on the survey questions and on follow-up information needed. Discussion ensued, and the survey questions were approved by the committee.

III. Unit Plans

Stewart updated the committee on the progress of the unit plan evaluations conducted by the Planning and Institutional Effectiveness Council. The main committee has been broken into pairs of people who are looking at the unit plans, and making recommendations.

**NEW BUSINESS**

IV. The Texas Higher Education Coordinating Board

Tyler distributed information on Institutional Effectiveness Measures for Texas Community and Technical Colleges. Tyler stated that 5% to 10% of the institutional money will be based on how well the institution is performing on effectiveness measures.

V. Writing

In regards to the status of the committee work, Luckie indicated that the Institutional Effectiveness Committee writer, Mike Anzaldua, will meet with her and plan to develop a preliminary report on our assessment of current practice for 3.3 on institutional research.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Tuesday, September 8, 1998 - Century Room

**In Attendance:** Mike Anzaldua, Georgia Paris-Ealy, Elizabeth Flores, Vera McCord, Davis Rumfield, Nancy Snouffer, Don Tyler, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair Jo Ann Luckie.

**Not Attending:** John Detmer and Anne Stewart.

Luckie opened the meeting at 2:00 p.m.

**OLD BUSINESS**

I. Consultant

Luckie informed the committee of the proposed schedule for the consultant visit. After the meeting and luncheon times were disseminated, the topic of proposed questions to the consultant was discussed. The committee decided which questions needed to be asked to the consultant and assignments were made as to who should ask which questions.

II. General Data Gathering

The institutional survey and chairs on public service was briefly discussed.

III. MUST Statement Progress

C Anzaldua presented his draft of the 3.3 preliminary written report. Discussion then followed on the draft.

C Detmer and Tyler were assigned the 3.1 must statements to research.

C Flores presented her report on the evaluation of institutional research.

**NEW BUSINESS**

None

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

Minutes

**IE Committee Meeting**

9-29-98

Present: Luckie, Rumfield, Anzaldua, Tyler, Marcum, Stewart.

**Note:** Next committee meeting at 2 p.m., Century Room, on Tuesday, October 13.

Dr. Luckie, committee chair, distributed copies of must statement worksheets to assist the committee in tracking compliance progress.

**Old Business**

I. Reports received on must statements

A. Don Tyler submitted a written report on two 3.1 must statement findings. The committee discussed possible revisions, and Don will resubmit at Oct. 13 meeting.

B. Mike Anzaldua submitted a second written draft of 3.3 must statement findings. He will resubmit Oct 13 with committee recommendations for revision.

**New Business**

II. Evaluation of consultant visit: committee members agreed that the visit was positive and helpful, and that we will thoroughly follow up on her suggestions. Discussion followed about specific consultant suggestions and how committee will follow up.

III. Assignments on must statements were made as follows (see worksheets):

A. Davis Rumfield = 3.1 must statement on evaluating student achievement in relation to course completion, state licensing exams and job placement rates.

B. Anne Stewart = the two 3.2 musts on providing evidence of planning and evaluation in educational admin., and education support services.

C. John Detmer and Paris Ealy = work with Jo Ann on first must statement under 3.1 by reviewing the draft she's developing.

D. Liz Flores = two 3.1 must statements on developing guidelines

and procedures to evaluate educational effectiveness.

Enclosure: must statement worksheets

Other assignments: Mattie Marcum will check with Principal Committee chairs to get their findings on any I E related musts for which their committees are responsible.

Nancy Snouffer, after November 1, will work with Jo Ann on fine-tuning compliance responses and following up on implementing any unaddressed suggestions by the consultant. Vera McCord will continue to be in charge of taking and distributing minutes.

The meeting closed with a reminder of the Tuesday, October 13 meeting at 2:00 in the Century Room.

**NOTE:** written drafts of must statement assignments are due at the October 13 meeting. Call Jo Ann for assistance, if needed.

Attachment: must statement worksheets

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Tuesday, October 13, 1998 - Harvin Center/Century Room

**In Attendance:** John Detmer, Vera McCord, Georgia Paris-Ealy, Davis Rumfield, Nancy Snouffer, Anne Stewart, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair Jo Ann Luckie.

**Not Attending:** Mike Anzaldua, Elizabeth Flores, and Don Tyler.

Luckie opened the meeting at 2:00 p.m. She then distributed a listing of Del Mar College documents to each committee member to use for reference purposes.

**OLD BUSINESS**

I. Data Collection in Progress

C Distance Learning Plan: Tyler was unable to attend the meeting, therefore, his plan will be discussed at a later date.

C Technology: Detmer informed the committee of the various committees within the college working on technology needs. He also informed the committee about a consultant group out of San Antonio that was hired about a year ago that did a technology plan which was inserted into our Web page. Implementation is being focused on the infrastructure to see what is workable. Detmer will collect information from Larry Lee, Chair of the Computer Science Department, on what is being done relating to technology at Del Mar College. Mr. Augusto Alfonso, Manager/Systems Programmer, will be asked to speak at our next meeting.

C Physical Facilities and Maintenance Plans: There is a Physical Facilities Committee and they will have a maintenance schedule and plan. It was reported the Physical Facilities SACS committee has several documents on the 5th floor that we should probably look at such as: 1995 Physical Facilities Assessment Report, Budget Plan Update, a recent memo from the President about Physical Facilities projects, and a Preventive Maintenance Plan. Mr. James Ealy, Director of Physical Facilities, will be asked to speak at our next meeting.

C Public Service: Stewart will ask Sonya Hopkins in Communications about services.

II. Committee reports on must statements.

Rumfield gave his report on the 3.1 must statement and Stewart gave her report on the 3.2 must statement.

III. Status of Committee Work.

Committee has already addressed must statements 3.1, 3.2, and 3.3 and two drafts of the report have been done.

**OTHER BUSINESS**

The next meeting has been schedule for Tuesday, October 20, 1998 at 1:00 p.m. The location will be announced at a later date.

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Tuesday, October 20, 1998 - White Library, Room 533

**In Attendance:** Mike Anzaldua, John Detmer, Elizabeth Flores, Vera McCord, Georgia Paris-Ealy, Davis Rumfield, Nancy Snouffer, Don Tyler, Mattie Marcum-Liaison SACS Steering Committee, and Committee Chair Jo Ann Luckie.

**Not Attending:** Anne Stewart.

**Guest Speakers:** (1) Augusto Alfonso, Manager and Systems Programmer in the Information Technology Department; and (2) James Ealy, Director of the Physical Facilities Department

Luckie opened the meeting at 1:15 p.m. Luckie referred everyone to various hand-outs, including a memo from Larry Lee which addressed technology needs.

I. Guest Speakers.

Augusto Alfonso: Alfonso was previously asked by President Dicianna about what major things could be done for improvements to technology to benefit staff, faculty and students. Alfonso referred the committee to a handout of a power point presentation made to the President's Council. Included was a listing of projects to be addressed. Alfonso was asked how the listing was compiled. He replied it was compiled by the most needy projects first. He reported there is a master plan for the campus and there will be outside major vendors to evaluate what Del Mar College currently has and to make recommendations on how to improve our needs. Some of the vendors participating will be: IBM, Three-Com, Bay Networks, and Cisco. Alfonso will provide the committee with an outline of the implementation plan.

James Ealy: Ealy informed the committee he had now been with Del Mar College for three months. Ealy explained the Physical Facilities Department deals with five areas. They are (1) Construction Management; (2) Custodial Services; (3) Central Plant Operation; (4) Grounds Maintenance; and (5) Building Maintenance. Ealy explained they will be establishing standard operating systems within each area. He also explained that along with Alfonso, they will be evaluating computer chips in various buildings on both campuses for the Year 2000 compatibility. Ealy then handed out a proposed survey that will be sent out to everyone. Luckie requested that Ealy respond back to the committee on the general survey as it pertained to the Physical Facilities Department as Ealy had not had an opportunity to see the general survey responses.

II. Reports.

Rumfield reported on his must statement. Rumfield obtained a copy of a report from the Texas Higher Education Coordinating Board entitled "Automated Student and Adult Learner Follow-Up Survey for 1996-97". He is still waiting to find out about licensing. (This report will be added to our Documents List). Rumfield to get his report on his must statement to Luckie by the end of the week.

Anzaldua and Luckie are to meet on the status of writing the report. Stewart is finishing up her must statement. Flores is to help Stewart. Snouffer will be submitting a write-up on hot areas of the surveys. Tyler indicated that there is no written distance learning plan. They have created a committee who will develop a plan. The first meeting will probably be in early November. They will be using the State Master plan as a guideline for their own plan. Goal: Increase participation.

III. Other Business.

The next meeting has been schedule for Thursday, November 5, 1998 at 2:00 p.m. The location will be announced at a later date.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Thursday, November 5, 1998 - White Library, Room 530

**In Attendance:** Mike Anzaldua, Elizabeth Flores, Vera McCord, Davis Rumfield, Nancy Snouffer, Anne Stewart, and Committee Chair Jo Ann Luckie.

**Not Attending:** John Detmer, Georgia Paris-Ealy, Don Tyler, and Mattie Marcum-Liaison SACS Steering Committee.

Luckie opened the meeting at 2:15 p.m. Luckie referred everyone to various hand-outs.

I. **SACS Consultant Recommendations and Follow-Up.**  
Luckie referred to the handout entitled "Chapter Three IE Report Checklist from SACS Consultant". (1) the historical overview draft has been completed by Luckie; (2) Vickie Natale is reviewing the model of planning and evaluation; (3) program review summaries are being generated; (4) and program competencies and use of unit plans are also being completed.

II. **Must Statement Reports.**

**3.1 Six musts**

Luckie informed the committee on the progress made on the introduction and on the first must statement.

Tyler's write up on 3.1 must statement is complete and was previously submitted to the committee.

Rumfield reported on the must statements he was assigned and distributed handouts of information pertaining to the must statements to the committee members.

**3.2 Two musts**

Stewart and Flores are continuing to work on the must statements, which will be presented at a later date.

**3.3 Four musts**

Anzaldua's revisions of 3.3 are still in progress.

III. **General Survey.**  
Snouffer addressed the major concerns of the General Survey. She looked at concerns that were rated 40% or higher. There were five major areas of concern: (1) Physical Facilities; (2) Technology; (3) ADA Compliance; (4) Financial Resources; and (5) Financial and Physical Capability in Purchasing Office and Foundation Office.

IV. **Musts coordination with other SACS committees.**  
Marcum will inform the committee of the **Musts** coordination with other SACS committees at a later date.

V. **Distance Learning.**  
Tyler submitted a Distance Learning Plan for use by our committee.

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary

MINUTES  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Tuesday, December 1, 1998 - White Library, Room 533

**In Attendance:** Mike Anzaldua, John Detmer, Elizabeth Flores, Vera McCord, Georgia Paris-Ealy, Anne Stewart, Don Tyler, Committee Chair Jo Ann Luckie and Mattie Marcum-Liaison SACS Steering Committee.

**Not Attending:** Davis Rumfield, Nancy Snouffer,

Luckie opened the meeting at 2:30 p.m. Luckie referred everyone to various hand-outs.

### OLD BUSINESS

Meeting with Dr. Richard Armenta: Luckie reported that she and Anzaldua met with Armenta on November 13, 1998 for clarification about unit issues and external considerations in planning.

Conversation with Vice President Alaniz: Luckie referred everyone to the handout addressed as "Physical Facilities Information". She pointed out that the information was reviewed and approved by Alaniz. The committee will obtain the results of the recent in-house physical facilities survey and how the department will address the needs from James Ealy.

### NEW BUSINESS

3.1 Section Drafts - Readers Needed: Anzaldua, Flores and Tyler agreed to be readers.

3.2 Draft Progress Report: Stewart will obtain additional information from Vickie Natale's office. Stewart will also include an organizational chart and, using the chart, will describe what is done in each area as per the unit plans.

3.3 Draft Progress Report: Anzaldua reported the typing of the draft is now in progress.

### ASSIGNMENTS FOR MISSING PIECES

1. Public Service - to Georgia Paris-Ealy.
2. Research by departments, offices - to Jo Ann Luckie
3. Physical Facilities for research results - to John Detmer
4. From Deans - program review assessment of outcomes - to Jo Ann Luckie

### QUESTIONS

1. Use of general survey results - discussion ensued on how to use the results in the narrative.
2. Where to place "other issues" in narrative. Marcum to report back to the committee.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Vera McCord, Secretary