



OAKLAND
COMMUNITY
COLLEGE

INSTITUTIONAL ANALYSIS COMMITTEE MINUTES

November 26, 2001

Present:

Sharon Blackman
George Keith
Tahir Khan
Brian Moss
Marty Orlowski
Debra Rowe

Absent:

Carol Brown
Vicki Kloosterhouse
Sue Murdock
Chuck Neumann
Karen Pagenette
Marty Smydra

Guest: Arden Sargeant (representing Carol Brown)

The group discussed the process that takes place when an institutional effectiveness report has been produced by Institutional Research. Marty Orlowski and Brian Moss explained that the report is presented to various groups, such as the College Planning Council, Academic and Student Services Council, and Deans Council. Based on the discussion that takes place at those meetings, Institutional Research may go back and do further research to produce an updated report. However, it was not clear to committee members when a report was final. Since the Institutional Research Office has filled some positions, it seems that the process can be clarified.

Action Item: Marty Orlowski and Brian Moss will provide the committee members with this annual calendar as soon as it has been prepared.

The group agreed that a point should be built into that annual calendar at which, after being presented to the various groups, the report becomes a final report. At that point, the Institutional Analysis Committee needs to review the report and make its recommendations to the College Planning Council in answer to the following two questions:

1. How well is the institution meeting its purposes?
2. What needs to be done to improve?

The Institutional Analysis Committee Subcommittees were established last year, for the purpose of reviewing each of the institutional effectiveness reports. Only a couple of the subcommittees reported to the large group and no action was taken on these reports. It was agreed that the subcommittees will be charged once again, now with the responsibility of reviewing the final reports (for which a final version is available) and of writing a brief report covering the above

two questions.

This report will be brought back to the full Institutional Analysis Committee for review and recommendations will be submitted to the College Planning Council. The following timetable will be followed:

Action Items:

- December: Brian Moss sends copies of most current report to subcommittee members.
- January: Subcommittees meet.
- February: Subcommittee reports sent to all Institutional Analysis Committee members for their review prior to March meeting.
- March: Institutional Analysis Committee meets to consider subcommittee reports.
- April: Reports submitted to College Planning Council.

Brian and Marty reported that for Occupational Technology and Transfer, two final reports have been done, and another report is in process. For Developmental Education, two final reports have been done; an additional report is not being done this year. Nothing has been done as yet for Workforce Development and Community Service (the measurements for CS have yet to be established and a meeting is to be held soon to do so).

The subcommittee membership is as follows:

Occupational Technology

Sharon Blackman, Dean, AH
Tahir Khan, Department Chair, Applied & Engineering Technologies, AH
Vicki Kloosterhouse, Faculty, Allied Health, HL
Nancy Showers, Institutional Research

Transfer

Sue Murdock, Counselor, HL
George Keith, President, HL
Arden Sargeant (representing Carol Brown), Coordinator, Academic Services
Katherine Tucker, Institutional Research

Developmental Education

Carol Brown, Vice Chancellor, Academic and Student Services
Chuck Neumann, Faculty, Mathematics, AH
Debra Rowe, Faculty, Psychology, RO
Mark Woods, Institutional Research

Workforce Development

Marty Smydra, President, RO/SF
Sharon Blackman, Dean, AH
Karen Pagenette, Director, Workforce Development Services
Institutional Research person needed

Marty Orłowski suggested that it might be beneficial to build into the calendar for each report an additional opportunity for faculty to provide input. He suggested that this might be done through a

workshop to be scheduled as a staff development opportunity through the PDTC. Institutional Research would give a presentation on a particular effectiveness report, followed by breakout sessions during which faculty would work to interpret the data and come up with action plans. The work done in the breakout sessions would be summarized and submitted to the Institutional Analysis Committee to become part of its report to the College Planning Council. This additional activity could become part of the normal roll-out period of 90 days, so the time frame would not be extended, but greater input would be provided. The group agreed that it would be good to attempt to do this as a pilot project during the next roll-out process.

Action Item: Debra Rowe will work with Marty Orlowski to prepare the form which must be submitted to PDTC to request approval for the workshop described above.

Submitted by:

Ruth Springer
Administrative Specialist

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