

**CCPRO Eastern Regional Meeting
Pitt Community College
August 21, 2001**

Minutes

Members Attending

Keith Brown, NCCCS	Dorie Richter, Beaufort CC	Judith Jones, Bladen CC
Anne Marie Bellamy, Brunswick CC	Jennifer Ulz, Carteret CC	Sharon McGinnis, Coastal Carolina CC
Diane Hartge, Craven CC	Susan Crepeau, Craven CC	Susan Reynolds, Halifax CC
Jimmy Tate, James Sprunt CC	Judy Williams, Johnston CC	Sue Canady, Johnston CC
Ramona Kearney, Lenoir CC	Robert Bonner, Martin CC	Joan Delamar Gracie, Pamlico CC
Larry Dende, Pitt CC	Jennifer Joyner, Pitt CC	Angela Davis, Pitt CC
Brian Miller, Pitt CC	Bill Thompson, Wayne CC	Pat Perry, Wilson Tech CC

Welcome

Larry Dendy welcomed the CCPRO members to Pitt Community College. Judy Williams, Eastern Regional Director, thanked Larry for making the arrangements for today's meeting. Judy also extended her welcome to the CCPRO members.

Agenda Review

There were no additions or corrections to the agenda.

Eastern Region Roster

Judy asked the members present to check the information on the roster and make corrections as needed. She will send the eastern region members a copy of the roster.

NCCCS Update

Keith Brown presented the following:

- Brenda Rogers retired in June. The new Vice President for Administration is Dr. Sandra Williams.
- Performance of Developmental Students in Subsequent College-Level Courses—the time period covered is Fall 1999 and Spring 2000. Thirty-six colleges met this performance measures standard.
- Performance Measures:
 - Goal Completion for Completers & Non-Completers—non-completers will not be included in 2001-02 for this measure. The standard has been increased to 95%.
 - Employment of Graduates—standard has been increased to 95% for local employment
 - Performance of College Transfer Students—whatever standard is set for UNC native sophomores, that is the standard that will be used by NCCCS
 - Student Satisfaction of Completers and Non-Completers—standard changed to 90%
 - Employer Satisfaction with Graduates—survey will be done by the state in 2001-02.
 - Business/Industry Satisfaction with Services Provided—standard changed to 90%
 - 6th Performance Measure for 2001-02—the information will be sent to the college presidents by

the end of August. Colleges may select the same measure as 2000-01 or may select another measure.

The accountability monitoring committee, chaired by Dr. Steve Scott of NCCCS, is to develop guidelines for the action plans. The action plans (1-2 page report) should be an analysis of why we have not met the standard and what we plan to do to meet the measure.

- Keith requested that we verify any data for reports before sending it to him.

- Technology Plan—this CCPRO committee met in July and hopes to meet in August. It is trying to identify core items of a technology plan and a spreadsheet for budget information (people, resources, hardware, software, training, what goals and objectives does it relate to). The committee will send the guidelines to the Presidents Association for approval.

- IPEDS—keyholders should register for fall data collection. There will be three data collections this year:

Fall – same information as last year. Colleges will have the option to complete fall and annual enrollment information, although Keith recommends we not do this because the colleges are still enrolling students and may not have accurate enrollment counts.

Winter—new data collection this year. This will include faculty salaries and fringe benefits.

Spring—same information as last year's data collection.

IPEDS screens can be downloaded to review the report information (except the winter collection screens—call Keith to send copies)

The deadline to have IPEDS reports locked is in the NCCCS Annual Reporting Plan

Introduction of New Planners

The new planners were introduced:

Pitt CC Angela Davis, Institutional Researcher
Brian Miller, Institutional Effectiveness Coordinator

Johnston CC Sue Canady, Research Assistant

Selection of Five Colleges for Peer Review in 2001-2002

The following colleges were selected: Pitt, Wilson Tech, and Carteret. Judy will contact eastern region members for additional colleges to have peer reviews this year. Each college can select its teams and date for review. Peer review information will be posted on the CCPRO website.

Report From CCPRO Executive Committee Meeting

Judy Williams reported that the minutes of the executive board meeting are on the CCPRO website. This will mark the tenth anniversary of CCPRO. The spring conference will be held in February in Southern Pines or Asheboro.

Judy also discussed the possibility of setting up a threaded discussion site or bulletin board for the eastern region, which was received favorably by the members.

Data Warehouse

Judy shared a report that was done at Johnston CC on FTE by Curriculum Code. Keith stated that the state network causes response time to be slow when accessing reports. Phase 2 is under way and should be completed in February. A survey on the effectiveness of data warehouse training will be sent to participants. Additional training will be scheduled by the System Office for the fall.

It was requested that Keith set up training for SPSS or SAS. The training will show how we can go from the data warehouse to SPSS to analyze data.

Survey Tips and Tricks

Members shared the following information:

Non-completers: phone calls to former students
survey given as students withdraw
give advisors copies of surveys; give list to advisors and they contact the students to find out why they didn't return

Completers: get permanent address information
get name and address of someone who will always know the student's current address

Open Discussion

How long should we keep survey information?

Performance measures surveys are subject to audit; keep for three years maximum.

Other surveys: times ranged from 90 days to one year

SACS Changes—new criteria to be adopted in December