

CCPRO Western Regional Meeting

Southwestern Community College

June 28, 2000 - 10:00 A. M.

The CCPRO Western Region met for a regular meeting at 10:00 a.m. on Monday, June 28, 2000 in the Services Building Conference Room at Southwestern Community College.

In attendance were:

Amy Allison, Blue Ridge CC	Barbara Morgan, McDowell CC	Delos Monteith, Southwestern CC
Paul Nagy, Durham Tech CC	Ron Caplette, Western Piedmont CC	Karen Noel, Isothermal CC
Jan Crawford, Haywood CC	David Slagle, Tri-County CC	Sharon Grasty, Southwestern CC
Dean Sprinkle, Wilkes CC	Jo Hayden, Tri-County CC	Diane Tuttle, Caldwell CC
Dave White, Asheville-Buncombe Tech CC	Phyllis Cagle, Asheville-Buncombe Tech CC	

Delos Monteith, Western Regional Director, welcomed the group. After introductions, the meeting was turned over to Paul Nagy, Director of Institutional Research and Planning at Durham Technical Community College, who gave a presentation on the peer review process entitled "**Peer Review: Let's Get Started.**"

PEER REVIEW:

Purpose:

SACS

Continuous Improvement

Professional Development

Collegiality

Requirements:

Vising Team consisting of 3 individuals

On-site Visit

Preplanned Evaluation Activities

Final Report Completed in 30 Days

Formal Recognition of College Being Visited

Contents of Final Report:

1. Description of Review Process
2. Purpose of Review Process
3. List of Peer Team
4. List of Evaluation Activities
5. Findings: Roster of Strengths/Weaknesses
6. Recommendations
7. Signatures
8. Appendices

Responsibilities:

1. Executive Committee

- A. Provides Oversight
- B. Reviews Final Report
- C. If Compliant - CCPRO President issues letter
- D. Not Compliant - CCPRO Regional Director will notify college

2. CCPRO Region

- A. Schedule Annual Peer Reviews
- B. Ensure Team Member Rotation

3. Peer Review Team

- A. Devote Time & Energy
- B. Commit to Improving College
- C. Be Punctual

D. Author Sections of Final Report

4. Host Institution

A. Select Team Members

B. Schedule Visit

C. Develop Agenda/Evaluation Activities

D. Manage Site Visit

E. Accommodate Peer Review Team

F. Facilitate Completion of Report

G. Send Report to CCPRO President

H. Distribute Report/Letter of Recognition

Example:

1. Review Agenda/Orientation to College
2. Review of IE/IR Product
3. Group Interview
4. Lunch with IE Committee
5. Meeting with IE Staff
6. Begin Development of Report

Scheduling Peer Reviews:

(Western Region)

- 12 Institutions in Region
- 5-year Review Cycle
- 2.4 Reviews Per Year
- AB Tech Participated in Pilot

Western Regional members should expect to serve on a review team once every 1-2 years

Following the presentation, discussion was held on the composition of peer review teams, particularly the involvement of paraprofessionals.

Extensive discussion was held on the issue of obtaining approval from the President's Association regarding conducting peer reviews. It was unclear whether the peer reviews had been formally sanctioned by the President's Association at their last meeting. It was decided to investigate the issue further to see what had been presented at the President's meeting and if necessary, to develop a proposal to present to the Association as an FYI item.

Paul asked the group for volunteers to host a Peer Review at their campus. Discussion was held on the timing of the Peer Review as relating to SACS visits. Delos noted that the reviews needed to be conducted in advance instead of immediately prior to a SACS visit in order to give the

college time to implement changes. Delos (Southwestern CC) and Dean Sprinkle (Wilkes Community College) agreed to host peer reviews during the upcoming year.

PROGRAM REVIEW :

Delos opened the topic of program review. He asked the group to share what they are doing or might be doing as a result of the elimination of the Annual Program Review requirement by the system office.

Jan Crawford gave a brief synopsis of the curriculum review process developed at Haywood Community College and detailed the steps involved in creating the procedure. He noted the composition of the review team brought a broad perspective to the process. The process was successfully implemented this spring. Jan also presented a 13 month planning calendar developed for Haywood. Anyone wishing information on HCC's review process or the planning calendar should E-mail Jan and he will forward a copy to them.

Diane Tuttle inquired if any colleges had stopped surveying employers as a result of the new initiative by the system office in regard to surveying employers. Discussion was held on this issue, with most participants indicating they would continue to survey employers.

Dave White, CCPRO President, gave an update on the IIPS Conference. He noted that the conference will probably be held at the Radisson in Asheville. The tentative dates for the conference will be April 9, 10, and 11. He asked the group to forward to him any ideas they would like to incorporate into the conference. Activities are being planned to give those attending a "feel" for the Asheville area.

He reported that Keith Brown had expressed a willingness to make a presentation on SPSS at the IIPS Conference. Keith has asked the community college planners to let him know what they would like to know about SPSS. If there is no interest, he will not make a presentation.

Discussion was held on survey methodology - challenges/best practices. A informal session on survey methodology will be presented at the IIPS Conference. Planners are encouraged to share what they are doing at their colleges that is working. A call will be put out for people to participate.

Dave provided information on the Information Systems of the Future Project. ACS/Datatel software has been selected as the vendor. He distributed criteria for Phase I participating colleges and reviewed the process.

Delos distributed a draft of the latest version of the Performance Measures & Standards and Performance Funding guidelines received from Keith Brown. He encouraged the group to review the document and if they had any questions to address them to Keith at the IPPS Conference session.

Discussion was held on communication issues with the System Office. It was felt that CCPRO was being proactive and that the regional meetings were helpful for internal communications. Other topics discussed were the extent of the planners involvement in the evaluation of distance learning; a survey conducted by David Slagle regarding charges for college transcripts, and the E-form process recently purchased by Tri-County Community College.

Dean made a motion that the Western Regional CCPRO planners send an official thank you for their support to Keith Brown. The motion was seconded by Karen Noel and passed unanimously. The meeting was adjourned at 1:40 p.m.