

**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of September 27, 2018  
9:00 a.m.  
Building C, Room 428, Logan Campus**

**OFFICIAL MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Brandon Kirk, Samuel Litteral, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

**Members Absent:** Carol Howerton

**Staff Present:** Emma Baisden, Recorder

**1. Verification of Quorum and Call to Order**

President Robert Gunter declared a quorum present and convened the meeting at 9:00 a.m.

**2. Institutional Effectiveness Committee Charge**

President Gunter informed the group that the Institutional Effectiveness Committee was formed as a result of the aftermath of the Assurance Argument submission and subsequent focused visit by the Higher Learning Commission (HLC). In the HLC final report the Assurance Review Team stated that Southern has many positive attributes, but have some core components in the Commission's Criteria for Accreditation that are lacking to be fully met. As a result, Southern was required to host an HLC Assurance Review Team in order to examine four areas identified by the Team as being "met with concerns" following an assurance review with the Open Pathways visit in Spring of 2018. The HLC will have a focused visit in the Spring of 2020 to address the following core components that are "met with concerns"; Criterion 2a, Criterion 4b, Criterion 4c, Criterion 5b.

The Institutional Effectiveness Committee is charged with developing, implementing, and assessing an institutional assessment plan. The committee will lead the institution in the areas of accreditation, assessment, and compliance through coordination of planning, implementation, assessment, data analysis, and documentation needed for driving the institution's strategic planning, accreditation, and compliance.

**3. Higher Learning Commission Requirements**

Vice President Romano distributed a resource manual which she compiled containing guiding documents, best practices, standards for accreditation, and resources. Because the HLC has mandated that we look at ourselves, institutional effectiveness has led the HLC to establish principles that Southern must address through the accreditation reaffirmation process. Dr. Romano reviewed the materials within the resource manual with the group. This team needs to know the standards for accreditation and it is important to remember the areas that Southern "met with concerns" - Criterion 2a, Criterion 4b, Criterion 4c, Criterion 5b. We need to have an assessment system moving forward providing evidence for the criteria for accreditation.

**4. Guiding Documents**

Guiding documents were included in the resource manual to keep the committee focused. These documents include Southern's Mission Statement and Institutional Commitments, Vision Statement and Our Core Values, The Community and Technical College System *Meeting the Challenge* 2015-2020, President's Vision and Priorities, and the General Education Philosophy and Goals.

## **5. Institutional Effectiveness Plan**

### **5.1 Academics**

- 5.1.1 Program - every program has a review process in the plan. Academics are moving forward with curriculum mapping.
- 5.1.2 General Education - they are in the process of identifying assessment which will take place across campuses. Associate in Arts and Associate in Science need to create an assessment plan.
- 5.1.3 All academic programs will go through this process which will take several years to complete.

### **5.2 Service**

- 5.2.1 Educational Support, Co-curricular - educational support units assess operational effectiveness and student learning/development outcomes.
- 5.2.2 Operations/Administration - assess operational effectiveness.
- 5.2.3 Need to develop a continuous improvement process and planning model and establish 3-5 goals per year, per unit. The Institutional Effectiveness Committee needs to help employees begin documenting goals which have been completed. We have no co-curricular evidence to show that we are meeting established goals.

## **6. Service Process**

Plans assess operational effectiveness and those impacting student learning/development outcomes. The Ten-year Campus Master Facilities Plan approved by Southern's Board of Governors and the West Virginia Council for Community and Technical Education in 2015 should be part of the Guiding Documents. A new Technology Plan needs to be developed and also become part of the Guiding Documents.

The Service and Administration areas will need to determine assessment of their units. They should define their missions, establish goals, and determine how to measure objectives associated with those goals so that key processes that meet the needs and expectation of students, staff, and other stakeholders can be improved on a continuous basis.

The Institutional Effectiveness Committee must determine the steps in the assessment process - who, what, when and how. The steps in the assessment process for Year 1 of a cycle are contained in the planning section of the resource manual. Vice President Romano shared the Action Plan Template for the 2018 Strategic Enrollment Management Plan which follows the Watermark System.

**7. Watermark Overview**

Dr. Romano provided an overview of the Watermark Assessment System and discussed its four main components. Each unit will develop goals and upload them into the system. The Watermark system will be utilized to upload data into the Higher Learning Commission's Assurance portal. Training will be provided for employees on the Watermark System who have been identified as users. This will lead to more information and analytics being collected, ultimately improving the quality of assessment.

**8. Action for Creating Institutional Effectiveness Plan**

The group discussed its next steps. A subcommittee will be formed to determine a timeline and documents will be created of what units need to develop.

**9. Accreditation / Assurance Team**

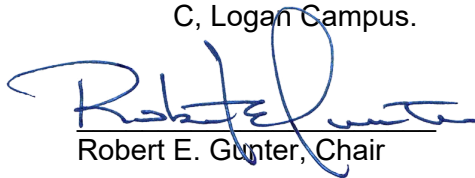
1. Updated criteria for accreditation.
2. Evidence for criteria for accreditation.
3. Establish Assurance Team.

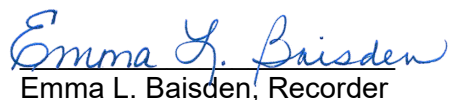
**10. Other**

President Gunter requested for committee members to review the information provided to them at today's meeting. Vice President's are to take charge of their units, communicate plans, identify a unit mission statement, develop three (3) to five (5) unit goals, and identify the individual within the unit who will have rights to the Watermark System. This information is to be brought to the October Institutional Effectiveness Committee meeting.

**11. Adjournment and Next Meeting**

Being no further business to discuss, President Gunter declared the meeting adjourned at 11:10 a.m. The next regular meeting of the Institutional Effectiveness Committee is scheduled for Thursday, October 24, 2018, beginning at 9:30 a.m. in Room 428, Building C, Logan Campus.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

APPROVED  
11/15/2018

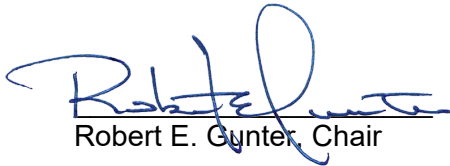
**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of October 25, 2018 Cancelled**

**NOTICE OF CANCELLED MEETING**

**Members:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

Please be advised that the monthly meeting of the Institutional Effectiveness Committee scheduled for Thursday, October 25, 2018, at 9:00 a.m., in Building C, Room 428, Logan Campus has been cancelled due to President Gunter's participation in the Association of Community College Trustees annual conference.

The next monthly meeting of the Institutional Effectiveness Committee is scheduled for Thursday, November 15, 2018, at 9:30 a.m.



Robert E. Gunter, Chair



Emma L. Baisden, Recorder

**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of November 15, 2018  
9:30 a.m.  
Building C, Room 428, Logan Campus**

**MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

**Members Absent:** Kimberly Maynard (excused)

**Staff Present:** Emma Baisden, Recorder

**1. Roll Call, Verification of Quorum and Call to Order**

President Robert Gunter declared a quorum present and convened the meeting at 9:30 a.m.

**2. Approval of September 27, 2018 Meeting Minutes**

President Gunter called for corrections to the minutes from the September 27, 2018 meeting, or a motion to approve. Brandon Kirk pointed out that the word "Vices" on page 3, sentence two, under "Other" (10) should be "Vice." Upon a motion by David Lord and second by Chris Gray, the Committee unanimously approved the September 27, 2018, Institutional Effectiveness Committee meeting minutes as amended.

**3. Units and Watermark Responsibilities**

Ms. Carol Howerton explained the development of the IT Hierarchy by institutional Units and how reports will be generated. Basic users in each unit need to be identified. The Student Services Unit was not built into Watermark due to reporting changes currently underway in the Unit. Ms. Howerton requested for administrators to review the structure in their area of expertise with unit personnel to determine the accuracy of the information in the Hierarchy and to determine the "Users" by the first week of December. The Draft IT Hierarchy Chart with responsibilities is located on the "S" Drive and Units may type changes directly on the chart or handwrite changes on the documents distributed today. Ms. Howerton requested for changes to be submitted to her by December 13, 2018. Supporting documents are generated with reports which become part of the evidence for HLC reporting. Watermark collects documents as uploaded into the system to become the central repository for collecting evidence.

**4. Outcomes Crosswalk**

Dr. Deanna Romano discussed the Outcomes Crosswalk Chart. This Committee needs to identify how Southern's Strategic Plan correlates to the Higher Learning Commission (HLC) outcomes. She suggested that the five (5) HLC Criterion Chairs review their assigned Criterion on the Crosswalk Chart and link the criterion outcomes to the Higher Learning Commission (HLC) goals. Dr. Romano will meet with the Criterion Chairs to determine the mapping. This step needs to be completed first, then everything else will be mapped to the Strategic Plan. The Strategic Enrollment Management Plan correlates with the Strategic Plan. When the Strategic Enrollment Management Plan is uploaded, it will be cross-walked with the HLC, Community and Technical College System (CTCS) Master Plan, President's

Vision, and Strategic Plan. This only needs to be setup once, then only activities will need to be uploaded. Dr. Romano will map the CTCS Master Plan, Dr. Gunter will map the President's Vision and Priorities, and Tom Cook will develop and map the Technology Plan. Minimal mapping will need to be completed on the Ten-year Master Facilities Plan. All mapping must be completed by 3:00 p.m. on December 12, 2018.

**5. Institutional Assessment Timeline (Addendum 1)**

The group discussed the suggested draft Institutional Assessment Timeline. It was determined that Unit Missions and Goals would be uploaded in Watermark by February 2019, and would plan to access goals in Watermark by March 2019. Academics will upload data into Watermark January 1 - July 31, 2019, and non-academics will upload data into Watermark by June 30, 2019. All units will have documentation uploaded into Watermark for mid-term review by February 15, 2020. An analysis will be conducted midyear to assess activities to determine if adjustments need to be made. After March 2020, the Institutional Assessment Timeline can be adjusted if necessary. The Timeline presented is aggressive due to the date of the Focused Visit which will be determined and set in March 2020 by the Higher Learning Commission.

**MOTION:** Deanna Romano made a motion to approve the suggested draft Institutional Assessment Timeline presented with dates determined by the Committee.

**ACTION:** Carol Howerton seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the Institutional Assessment Timeline approved.

**6. Next Steps for Units**

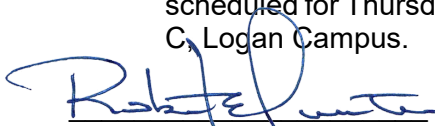
Once Administration areas define their missions, establish goals, and determine how to measure objectives associated with those goals, the next step will be to determine how to collect data. This can be discussed in training sessions.


**7. Other**

Watermark White Paper will be shared at training meetings on governance days.

**8. Adjournment and Next Meeting**

Being no further business to discuss, President Gunter declared the meeting adjourned at 10:55 a.m. The next regular meeting of the Institutional Effectiveness Committee is scheduled for Thursday, December 13, 2018, beginning at 9:30 a.m. in Room 428, Building C, Logan Campus.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

### Pilot Implementation Timeline

- Watermark training for responsible parties to upload Mission and Goals – December 2018/February 2019.
- Plan to Assess Goals in Watermark by March 2019.
- Data uploaded to Watermark January 1-July 31, 2019 (academics); January 1-June 30, 2019 (non-academics).
- Initial review of reporting, August 2019.
- October 2019, institutional report will include data January-July (Summer).
- October 2020, institutional report includes AY (August-July)

### Institutional Report Deadlines (Becomes cycle for reviewing data)

- All units have completed reports done in Watermark by October 1 (AY – Fall, Spring, Summer). Reports deadline annually.
- Institutional Effectiveness Committee moves report to President's Cabinet for the November 2019 meeting.
- Board of Governors December 2019 meeting. (begins annually)
- All units have documentation uploaded to Watermark for mid-term review by February 15, 2020.
- Analyze midyear to access activities to determine if adjustments need to be made.
- After HLC Focused Visit in March 2020, Institutional Timeline can be adjusted if necessary.

*Approved 11/15/2018*

Institutional Effectiveness Committee

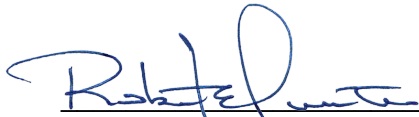
**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of December 13, 2018 Cancelled**


**NOTICE OF CANCELLED MEETING**

**Members:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

Please be advised that the monthly meeting of the Institutional Effectiveness Committee scheduled for Thursday, December 13, 2018, at 9:30 a.m., in Building C, Room 428, Logan Campus has been cancelled.

The next monthly meeting of the Institutional Effectiveness Committee is scheduled for Tuesday, January 22, 2019, at 1:00 p.m.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder



**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of January 22, 2019  
1:00 p.m.  
Building C, Room 428, Logan Campus**

**OFFICIAL MINUTES**

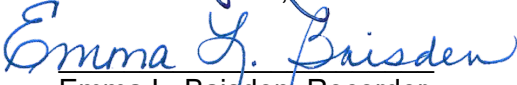
**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

**Members Absent:** None

**Staff Present:** Emma Baisden, Recorder

- 1. Roll Call, Verification of Quorum and Call to Order**  
President Robert Gunter declared a quorum present and convened the meeting at 1:00 p.m.
- 2. Approval of November 15, 2018 Meeting Minutes**  
President Gunter called for corrections to the minutes from the November 15, 2018 meeting, or a motion to approve. Upon a motion by David Lord and second by Samuel Litteral, the Committee unanimously approved the November 15, 2018, Institutional Effectiveness Committee meeting minutes as presented.
- 3. Institutional Crosswalk**  
Dr. Deanna Romano distributed and discussed the Higher Learning Commission (HLC) and Strategic Planning Crosswalk Charts to determine any gaps which may exist. Unit goals must be completed by the end of February 2019 according to the Institutional Assessment Timeline which was approved at the November Institutional Effectiveness Committee meeting. As training sessions are completed, so are the input of unit and branch goals.
- 4. Training Teams**  
Dr. Romano and Carol Howerton plan to schedule employee training sessions with like units. The group discussed the employees who should be included in the unit training sessions. Each work space will have a manager. Dr. Romano and Ms. Howerton will check with the unit heads to determine the best times to schedule training which will be approximately one-hour sessions.
- 5. Other**  
None.
- 6. Adjournment and Next Meeting**  
Being no further business to discuss, President Gunter declared the meeting adjourned at 2:30 p.m. The next regular meeting of the Institutional Effectiveness Committee is scheduled for Wednesday, February 20, 2019, beginning at 9:00 a.m. in Room 428, Building C, Logan Campus. A dial-in number will be provided for Committee members who need to join the February meeting by phone.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

*Approved 02/20/2019*

**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of February 20, 2019  
9:00 a.m.  
Building C, Room 428, Logan Campus**

**MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

**Members Absent:** None

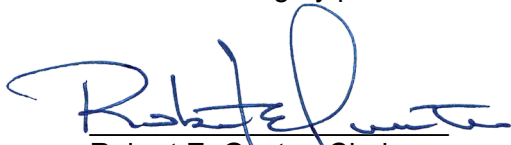
**Staff Present:** Emma Baisden, Recorder

- 1. Roll Call, Verification of Quorum and Call to Order**  
President Robert Gunter declared a quorum present and convened the meeting at 9:00 a.m.
- 2. Approval of January 22, 2019, Meeting Minutes**  
President Gunter called for corrections to the minutes from the January 22, 2019 meeting, or a motion to approve. Upon a motion by David Lord and second by Samuel Litteral, the Committee unanimously approved the January 22, 2019, Institutional Effectiveness Committee meeting minutes as presented.
- 3. Watermark Reporting Demo**  
Ms. Carol Howerton informed the group that 90 percent of training has been completed for staff on Watermark. She reviewed several customized reports which can be generated using the assessment tool. The data management system is only as good as the information entered into the system.
- 4. Watermark Discussion Points**  
President Gunter's hope is that he will be able to show the Board of Governors progress made toward the goals set in our Strategic Enrollment Management Plan. This Plan must be executed and everyone must be accountable for assigned actions. Dr. Gunter asked that folks be pulled together on the Enrollment Management Plan Task Force to take one goal at a time and move through the actions plans so the Task Force will have complete training. The Board of Governors is focused on enrollment. The work sessions on finishing goals and starting actions will include: Darrell Taylor, Dianna Toler, Allyn Sue Barker, Rita Roberson, Stella Estepp, Deanna Romano, Teri Wells, Russell Saunders, David Kommer, Tim Ooten, and Jackie Whitley. Ms. Howerton said she is in the process of tweaking the goals to enter into the database to obtain measurable outcomes. She asked the Vice Presidents to think about whom they want trained within their unit. When training is complete, action plans will be the next steps.
- 5. Institutional Surveys**  
Guidelines need to be determined for the institutional surveys: Faculty Evaluation, Employee Satisfaction, Graduate Followup. A subcommittee needs to be appointed to establish guidelines for the surveys which need to be completed. Ms. Howerton would like to form a survey group to develop the guidelines and criteria for the institutional surveys while a pilot is being tested. Recommended participants include: Rita Roberson, Chris


Gray, Tom Cook, Sandra Podunavac, and Jackie Whitley. Participants from the Academic Unit are needed.

**6. Adjournment and Next Meeting**

Being no further business to discuss, President Gunter declared the meeting adjourned at 10:35 a.m. The next meeting of the Institutional Effectiveness Committee is scheduled for Tuesday, March 19, 2019, beginning at 9:00 a.m. in Room 428, Building C, Logan Campus. A dial-in number will be provided for Committee members who need to join the February meeting by phone



Robert E. Gunter, Chair



Emma L. Baisden, Recorder

*OFFICIAL*  
*Approved 03/19/2019*

**Southern West Virginia Community and Technical College**  
**Institutional Effectiveness Committee**  
**Meeting of March 19, 2019**  
**9:00 a.m.**  
**Building C, Room 428, Logan Campus**

**MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord (by phone), Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

**Members Absent:** None

**Staff Present:** Emma Baisden, Recorder

**1. Roll Call, Verification of Quorum and Call to Order**

President Robert Gunter declared a quorum present and convened the meeting at 9:05 a.m.

**2. Approval of February 20, 2019, Meeting Minutes**

President Gunter called for corrections to the minutes from the February 20, 2019 meeting, or a motion to approve. Upon a motion by Samuel Litteral and second by Chris Ward, the Committee unanimously approved the February 20, 2019, Institutional Effectiveness Committee meeting minutes as amended to reflect February in the heading instead of January.

**3. Campus Awareness Survey**

Dr. Deanna Romano discussed the campus awareness survey that she would like to conduct to gather baseline data for HLC reporting purposes. The group discussed the pros and cons of the institution conducting an employee satisfaction survey. It was determined that the College would participate in the *Great Colleges to Work For Program* which is a national survey that is administered and processed by ModernThinkLLC, an independent management consulting firm focusing on workplace quality in higher education. The survey is voluntary and completely confidential. Chief Information Officer, Tom Cook, will reach out to ModernThink regarding the technical side for the survey, and Doug Kennedy, Human Resources Director, will follow-up on the survey. The other data which Dr. Romano wants to capture for HLC accreditation purposes can be collected in another manner.

**4. Other**

4.1 Points for the next meeting:

4.1.1 Goals for shared governance by governance committees and how do we measure that shared governance is working. Detailed information will be provided at the Committee's April meeting.

4.1.2 Assessment Handbook for Institutional Effectiveness will be compiled.

4.1.3 Processes and procedures for data cleanup need to be developed.

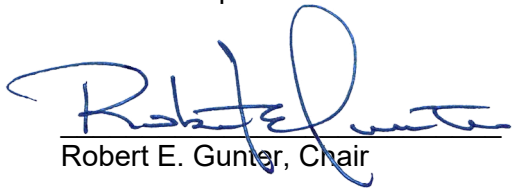
4.1.4 Rules for entering data.

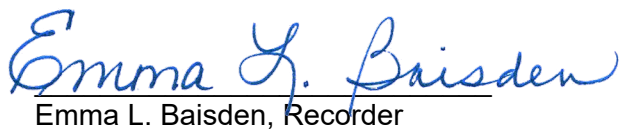
4.2 The Higher Learning Commission has scheduled its onsite focused visit to Southern for March 2-3, 2020.

- 4.3 Dr. Romano, Teri Wells, and Stella Estep serve as the Federal Compliance Assurance Review Team.
- 4.4 Dr. Romano will write the focused report in Google Docs so the Assurance Team and President Gunter will have access to the report at all times. The 100 page draft document will be available in Summer 2019 with a final document in December 2019.
- 4.5 The Crosswalk will be completed when the new HLC Standards are approved. Dr. Romano will bring information back to the group from the annual HLC Conference and Dr. Gunter will provide an update to the college community on Governance Day, April 26, 2019.

**5. Adjournment and Next Meeting**

Being no further business to discuss, President Gunter declared the meeting adjourned at 9:50 a.m. The next meeting of the Institutional Effectiveness Committee is scheduled for Wednesday, April 17, 2019, beginning at 9:00 a.m. in Room 428, Building C, Logan Campus.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

OFFICIAL  
Approved 04/17/2019

**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of April 17, 2019  
9:00 a.m.  
Building C, Room 428, Logan Campus**

**OFFICIAL MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord (by phone), Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

**Members Absent:** None

**Staff Present:** Emma Baisden, Recorder

**1. Roll Call, Verification of Quorum and Call to Order**

President Robert Gunter declared a quorum present and convened the meeting at 9:00 a.m.

**2. Approval of March 19, 2019, Meeting Minutes**

President Gunter called for corrections to the minutes from the March 19, 2019 meeting, or a motion to approve. Upon a motion by Deanna Romano and second by Chris Gray, the Committee unanimously approved the March 19, 2019, meeting minutes as presented.

**3. Operations Manual**

Dr. Deanna Romano discussed the Resource Manual which she distributed to each Committee member at the September 2018 meeting, and discussed the processes which need to be developed. She asked for at least three (3) individuals to volunteer to serve on an ad hoc committee that will assist her in the development of the Operation's Manual. Carol Howerton, Kimberly Maynard, and Chris Ward volunteered to serve. Vice President Romano will convene a meeting of the ad hoc committee to begin work.

**4. Governance Structure**

The group discussed, 1) How to evaluate the effectiveness of the governance system; 2) If goals are being set by the governance committees; 3) How to give committees direction on the assessment component; 4) How are formal goals identified; 5) How to measure if the governance committees met the outcomes of their purpose; 6) How to measure the effectiveness of the governance structure (Effectiveness of the committees can be measured by the outcomes accomplished by the committees).

**4.1 Evaluation**

The group determined it would conduct a brief survey containing three (3) to five (5) questions of all standing governance committee members seeking input on the effectiveness of the Governance System at both the committee level and the overall system level. The survey will also be an agenda item for all governance committee meetings on April 26, 2019. Committee chairs will announce that a survey will be conducted on the Governance System. The survey will be sent to employees on the Tuesday following Governance Day (April 30). The group discussed the possibility of committee chairs retaining the "Chair" position of two years to retain continuity. Once the individual does not serve in the "Chair" position, he or she would serve as

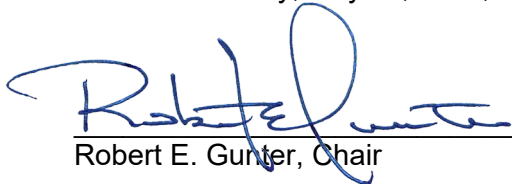
an ex-officio of the committee for a specified period to be determined. Some committees have no vice chairs. The group discussed the possibility of adding vice chairs. The new Student Success Center Coordinator position needs to be added as a member of the Student Success Committee. This discussion will continue at the May meeting.

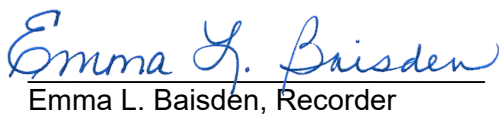
**5. Other**

5.1 Due to time constraints, agenda item 5. Data Dashboard and 6. Data Integrity, will be rolled to the Committee's May meeting.

**6. Adjournment and Next Meeting**

Being no further business to discuss, President Gunter declared the meeting adjourned at 10:07 a.m. The next meeting of the Institutional Effectiveness Committee is scheduled for Thursday, May 23, 2019, beginning at 9:00 a.m. in Room 428, Building C, Logan Campus.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

OFFICIAL  
Approved 05/23/2019

**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of May 23, 2019  
9:00 a.m.  
Building C, Room 428, Logan Campus**

**OFFICIAL MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, and by phone: Chris Ward

**Members Absent:** Excused for Bank Mobile conference call: Tom Cook and Chris Gray

**Staff Present:** Emma Baisden, Recorder

**1. Roll Call, Verification of Quorum and Call to Order**

President Robert Gunter declared a quorum present and convened the meeting at 9:00 a.m.

**2. Approval of April 17, 2019, Meeting Minutes**

President Gunter called for corrections to the minutes from the April 17, 2019 meeting, or a motion to approve. Upon a motion by David Lord and second by Samuel Litteral, the Committee unanimously approved the April 17, 2019 meeting minutes as amended to show David Lord present.

**3. Governance Model Structure Discussion**

Dr. Romano lead the discussion on the results of the survey conducted on the ten (10) standing governance committees. The group determined that governance committee officers will serve for a two-year term to retain continuity. There will be no limit to the number of two-year terms an officer may serve. Once the individual who serves in the "Chair" position is no long the committee's Chair, he or she will serve in a "Past Chair" voting position. There are five (5) standing committees which have no vice chairs. Vice Chairs will be appointed by the President or President's Cabinet to the committees which have "Chairs" by virtue of their position. The group approved moving the Technology Committee from a standing committee to an advisory committee. The Chair and Vice Chair of the Facilities and Safety Committee will be appointed by the Vice President for Finance and Administration. The new Student Success Center Coordinator position will be added as a member of the Student Success Committee.

Beginning with the Fall 2019 academic year, officers of the Academic Assessment, Curriculum and Instruction, and Strategic Planning and Financial Review committees will serve for a two-year term and will be elected at the first meeting of the academic year. Each committee will elect a Chair and Vice Chair. There is no limit to the number of two-year terms an officer may serve. A "Past Chair" voting position will be added to the membership of these three committees.

The Distance Education, Executive Council, Institutional Effectiveness, Management Council of Academic Affairs and Student Services, Student Success, and Technology committees will have a designated Chair who has expertise and by virtue of their position have responsibility for the committee's purpose. The Vice Chair will be appointed by the President and/or the President's Cabinet.



The Chair and Vice Chair of the Facilities and Safety Committee will be appointed by the Vice President for Finance and Administration. There is no limit to the number of two-year terms an officer may serve.

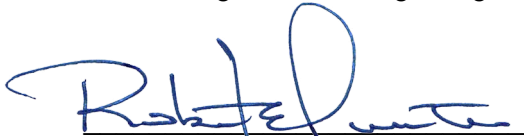
The Technology Committee will move from a standing committee to an advisory committee. The Chief Information Officer will serve as Chair and will appoint a Vice Chair. The committee will meet on an as needed basis as determined by the Committee Chair.


**4. Other**

4.1 The June 27, 2019 meeting was cancelled due to the conference attendance of Dr. Romano and Ms. Howerton. President Gunter is also scheduled for annual leave. Data Dashboard and Data Integrity will be on Committee's August meeting agenda.

**5. Adjournment and Next Meeting**

Being no further business to discuss, President Gunter declared the meeting adjourned at 10:00 a.m. The next meeting of the Institutional Effectiveness Committee will be held in August 2019, beginning at 9:00 a.m. in Room 428, Building C, Logan Campus.

  
Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

OFFICIAL  
Approved 08/29/2019

**Southern West Virginia Community and Technical College  
Institutional Effectiveness Committee  
Meeting of September 26, 2019 Cancelled**

**NOTICE OF CANCELLED MEETING**

**Members:** Samuel Litteral, Interim President, Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, David Kommer, David Lord, Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

Please be advised that the monthly meeting of the Institutional Effectiveness Committee scheduled for Thursday, September 26, 2019 at 9:00 a.m. in Building C, Room 428, Logan Campus, has been cancelled due to an emergency meeting of Southern's Board of Governors.

The next monthly meeting of the Institutional Effectiveness Committee is scheduled for Thursday, October 24, 2019, at 9:00 a.m.



Samuel Litteral, Interim President



Susan E. Wolford, Recorder