

**IPEC MEETING MINUTES**  
**April 28, 2009; 3-4:30 p.m.**

<b>Curtis Sommerfeld</b>	<b>Kori Bieber</b>	<b>Cheryl Markwell</b>	<b>Marie Mueller</b>
<b>Cheryl Markwell</b>	<b>Curtis Sommerfeld</b>	<b>Chelsea Kelsey</b>	<b>Denise Swafford</b>
<b>Agenda Item</b>	<b>Notes</b>	<b>Action/Who/When</b>	
1. Check-in/Review Agenda	<p><b>Student Satisfaction Survey(s):</b> Curt has been attending state I/R meetings and CSSE survey to be replaced by new survey: SENSE in Fall 2009. SENSE is proposed as a state initiative (fall term survey with specific expectations). State will cover 100% of cost. The following year (February 2011) colleges will administer CSSE again and Noel-Levitz in 2012.</p> <p>Some discussion re interpretation of survey data, student outcomes, next steps. See action column.</p> <p>Last survey results (Noel Levitz) available for review on AllofRCC Y:Drive SSI 2009. RCC scored average.</p>	<p>--Confirm Robert Felthousen on IPEC email group/ Denise/4/30/09</p> <p>--Email sample of exit interview survey for IPEC consideration/Curtis/4/30/09</p> <p>--Talk to someone in the state about interpretation/best use of CSSE results/ Kori/4/30/09</p> <p>--Prepare Exec. Summary of Noel Levitz survey/Curtis/ ASAP</p>	
2. Strategic Planning Update A. Assessment Meeting(s) B. Determine Process for Departments to Assess 2008-09 Objectives	<p><b>2.</b> Department goals were never designed to begin/end in one year. Some are measurable and some are not. "Other" – Ongoing goals category.</p> <p>Champions serve as funnel to departments. Departments will assess their own goals and champions will review and assess overall success.</p> <p>2008-09 objectives will be rated: Done/Not Done Met/Not Met/Partially Met with a rating of 1-10.</p> <p><b>2.A. and 2.B.</b> By 5/22 departments should complete assessments of objectives and send to goal champions who will have two weeks to report. IPEC and champions will meet on June 2, 12-4 (30 minutes per goal) for review. Annual Assessment will take place on July 21.</p> <p>At 6/1 E-team IPEC chair will report on 2009-10 objectives which will be added to July 21 assessment meeting. Input from all will be due by 6/12. Assessment representation with include IPEC and Executive Team.</p>	<p>--Prepare communication/ report form for assessment process/Curtis, May, Susie and Jeff/ASAP</p>	
3. Accreditation	<p><b>3.</b> Annual report due 5/22. Denise S. will provide copies to all. Substantive change report on distributed learning in process and progress report due Fall 2009. NWCCU, VP Ron Baker will meet with E-team, Dept. Heads, IPEC on 6/1.</p>		
4. Institutional Research	<p><b>4.</b> No report.</p>		
5. Other	<p><b>5.</b> See attached meeting schedule and other dates. Next IPEC meeting: 5/26, 3-4:30 p.m. RWC, H2</p>		

## **2008-09 IPEC Meeting Schedule and Other Dates**

### **Meeting Dates:**

May 26 – RWC, H2, 3 – 4:30 p.m.

June 2, RWC, H-2, Noon-4 p.m. (Goal Champions Assessment Report)

June 23 – RWC, H2, 3-4:30 p.m.

July 21 – Full Assessment Meeting (IPEC, E-team, Goal Champions) RWC, H2  
(Time TBD)

### **Assessment Dates:**

May 22 - 2008-09 Assessment re Objectives and 2009-10 Objectives Due

June 1 – IPEC Chair will report on 2009-10 objectives at E-team

June 12 – Input due re 2009-10 Objectives

### **Quarterly Newsletter:**

February 9 – Winter 2009 Newsletter

May 4 – Spring 2009 Newsletter

August 3 – Summer 2009 Newsletter

November 12 – Fall 2009 Newsletter