

## Institutional Assessment Committee Minutes

February 24, 2022

2:30 – 3:00 p.m.

Zoom

**Committee Co-Chairs:** Carlee Ranalli, Dean, Planning and Institutional Effectiveness, Tanda Emanuel, Assistant Professor/Program Coordinator, Health Information Management/Electronic Health Records, Division of Health Sciences;

**Committee Members:** Fonda Franklin, Petra Friedrich, Lori Kendall, Mayme Kugler (unofficial), Kendra Perry, Alison Preston, Dawn Reed, Sharon Akuokoh

**Present:** Carlee Ranalli (co-chair), Tanda Emanuel (co-chair), Fonda Franklin, Lori Kendall, Mayme Kugler, Alison Preston, Kendra Perry, Lori Kendall, Sharon Akuokoh

The meeting was called to order at 2:34 pm

- I. **Approval of the minutes:** There was a motion to approve the minutes by Tanda Emanuel and a second to the motion by Alison Preston.
- II. **Committee Updates:** Committee vacancy filled by Sharon Akuokoh, Office Associate, Division of English and a member of Diversity & Inclusion Committee.
- III. **Discussion of PACE Survey:** A formal presentation of the PACE Survey 2021 results was delivered by Carlee. She summarized that the survey was issued to 620 participants and 187 participants completed the survey; 111 of which provided feedback in the form of comments. Overall, results revealed the employees at HCC are student focused and many departments collaborate and function well in teams. Institutional priorities outlined by the survey are communication, employee training, and pathways for future career advancement. Diversity, Equity and Inclusion (DEI) is also an opportunity for improvement and new D&I Committee will work on this.
- IV. **Discussion of Strategic Plan:** Carlee talked about the new strategic plan and the need for distribution. It was also announced that posters will go up around campus regarding the new mission and vision statements. She also informed the committee members where they could locate the strategic plan on the HCC website. An implementation team will be formed soon for the strategic plan.
- V. **Discussion of SACCS Survey:** Carlee announced that the SACCS survey will launch on or about February 21 and close on March 21. All were asked to encourage students to participate.
- VI. **Discussion of Unit Planning Goals:** Carlee announced that many divisions will be working on unit planning goals.

- VII. **Questions and Other Discussion:** Kendra asked questions regarding committee charge and distribution of strategic planning which was addressed by Carlee.
- VIII. **Adjournment:** The meeting adjourned at 3:06 pm.