

**Analysis Committee Minutes
November 16, 2000
12:00 – 2:00 PM
Boardroom – District Office**

Called to Order by Marty Orlowski. In attendance:
Committee Members:

Sharon Blackman
Tahir Khan
✓ Vicki Kloosterhouse
✓ Sue Murdock
Chuck Neumann
✓ Karen Pagenette
Debra Rowe
Marty Smydra

Ex-Officio Members:

Carol Brown
George Keith
✓ Marty Orlowski

Institutional Research Support:

✓ Cynthia Evans
✓ Eleanor Fox
Laura Hurst
✓ Brian Moss
✓ Laurie Sommer

Implementation Status Reports & Subcommittee Reports:

Occupational/Technical Education – Cynthia Evans, Analyst

Data for all measures of OCC/Tech will be completed in December. The degree analysis is expected to be completed before the subcommittee reconvenes in December. Also, a draft of the environmental scanning component designed to examine the measures in a wider context is in the developmental process. Marty Orlowski pointed out that major trends and issues outside the institution affect the college's ability to meet goals pertaining to Occupational Tech as well as Transfer issues.

The subcommittee met and examined apprenticeships, internships and co-op programs. The data gathering methodology was examined. Issues such as declaration of intent at enrollment, varying requirements per program, employer requirements, student intent for taking courses, etc. contribute to the difficulty in capturing this data. This is increasingly important in light of reporting requirements by the State. The current data doesn't give OCC the best positive image and the State is insensitive to the problems an institution has in gathering the information.

Eleanor said she would bring the issue to the attention of the Recruitment Module to discuss possible changes in data gathering.

Transfer – Cynthia Evans, Analyst

Data for all current indicators has been collected and new data sources for tracking and measuring performance of transfer students are being explored. The preliminary 2000-01 analysis is completed. The subcommittee on Transfer has made certain recommendations to adjustments in the Transfer Report because of their concerns on particular data elements and the format of the report. Cynthia is working on these changes.

The subcommittee had many questions. Cynthia mentioned that the measures are unclear, for example: is transfer to another institution considered a good thing or a bad thing? The college may grant less degrees, but isn't it the purpose of the college to prepare students to transfer to a university if they are ready?

Data is also difficult to capture because of inconsistent reporting by the universities, lack of total control of students reporting transfers and reasons for attending OCC and for transferring. The Graduate Follow-up Report covers only transfer by graduates of OCC but doesn't cover the many students who attend OCC and transfer without a degree and report or do not report.

Sue Murdock of the Transfer Center expressed concern that reports don't reflect the limitations OCC faces and Cynthia said she would redraft the report to better reflect the limitations. Marty Orłowski pointed out, however, that the reports are strictly for internal use by the institution.

Developmental Ed – Brian Moss, Analyst

The data is currently being updated and initial descriptive statistics analysis will follow. The subcommittee for Developmental Ed had not met. Brian noted that at the end of the semester he would be able to evaluate the population and outcomes. Marty Orłowski added that the data is based on literacy issues and analysis covering fall and winter will be available at the end of the winter term.

Community Service – Laura Hurst, Analyst

The data source for most measures is the Public Opinion Poll, which is completed. The source for the remaining measures comes from the Official Enrollment Report. Enrollment data in terms of trends in non-credit headcount and credit hours is completed. Public Opinion Poll will be done in December.

Laura wasn't present at the meeting but the following update was submitted: Karen Pagenette reported that the subcommittee met and certain issues are outstanding. Basically, it was felt that the subcommittee couldn't examine the report because the college needs to redefine Community Service and its purposes. Issues such as demographic interests relating to each campus, lecture series, continuing education, art and entertainment and personal interests such as gender and other purposes are currently not clearly defined. In addition, there are marketing and budgeting decisions to be made. Karen felt it should be a priority to analyze how the institution serves the community. Marty said that the subcommittee could become effective in making recommendations regarding what directions to take in the future. The data source for most measures is the Public Opinion Poll. Marty Orłowski said the public opinion poll of Oakland County residents is geared towards community service measures regarding purpose. If the institution redefines purposes, the means of acquiring data may change.

Workforce Development – Eleanor Fox, Analyst

Information is being gathered from employer evaluations, participation evaluations and data from the three units of WFD. Also, committee members are examining the need for consistent implementation across all units of WFD.

The subcommittee did not meet but Eleanor passed out material for review and said the committee will review indicators and measures.

Audiences – Marty Orlowski

Marty passed out a suggested list of audiences for each of the Institutional Effectiveness reports and welcomed further suggestions. Other audiences suggested by Analysis committee members were faculty members, department chairs, counselors, workforce development faculty advisory group and Academic Futures Group (if they still meet).

Scanning Reports – Marty Orlowski

Marty passed out reports that Kristen Salomonson prepared for the Workforce Development Board (funded by the State of Michigan) when she was asked to participate in their scanning workshop last summer. The sessions were held at AH campus and 40 to 50 business leaders from Oakland County came to the scanning workshops covering economics, population, jobs and job market. Eleanor Fox worked with the board on an internal scan and she passed out a summary.

Marty said IR will continue to funnel documents such as these with implications from outside the institution to help the committee evaluate the IE reports.

These minutes are being submitted by e-mail and all handouts will be sent through inter-office mail to the committee members who were unable to attend the meeting.

Laurie Sommer
11/30/00