

**Minutes of Monthly KPI/QEP Review  
(Data as of November 30, 2008)**

**(December 9, 2008)  
(2:00 – 3:30 pm)**

Present: Bruce Anderson, Pat Bollin, David Canine, Maria Chobany, Ron Clark, Mary Darin, Bill Dial, Brent Donham, Josh Dowsey, Kay Eggleston, David Henry, Marcia Hines Parrish, Bonnie Hueston, Bao Huynh, Sue Jones, Ray Sandoval, Tony Summers, Greg Thomas, Andy Tubbs, Joanne Vaillancourt, Finney Varghese, Fonda Vera, Donna Walker, Gloria Washington, Melinda Weaver

**Thunion Report**

College Dashboard

The overall score was 9.5, an increase of .1 from the previous score.

Strategic Planning Priorities

Identify and Meet Community Educational Needs – 9.2 (a decrease of .2 from the previous score)

Enable All Students to Succeed – 9.6 (the same as the previous score)

Enable All Employees to Succeed – 9.4 (a decrease of .1 from the previous score)

Ensure Institutional Effectiveness – 9.8 (an increase of .6 from the previous score)

Areas of interest/concern are:

1.3.3 - % of non-HS grad market share in service area and 1.4.3 Contact hours generated through corporate services – Both scores are outside the range of tolerance.

1.5.1 # of on-line contact hours and 1.5.2 # of flex term contact hours – Even though the scores for both measures are outside the range of tolerance, they show improvement from the previous scores.

SSP #2 – Scores will remain the same until new data is received at the end of the semester.

3.4.4 % diversity of credit adjunct faculty matches Dallas County as % of target by ethnicity and 3.4.5 % of adjuncts hired within the academic year as % of target by ethnicity -- Scores for both measures are outside target range. Making target will always be a challenge because of District policy allowing current adjuncts to teach more hours.

3.5.2 % days lost in the top six work-related injury categories per year compared to possible # of work days for the full-time work force – The score is outside target range due to an injury to one person. It is expected that once the employee returns to work, the target gap will close.

4.2.3 # of crimes/criminal incidents/FTSE annually – The score for this measure is at maximum. Additionally, the number of crimes decreased from 70 in the same month last year to 48 this year.

## **Pending Action Items**

Item 11 – Extended tuition payment default rate – Ron will ask DSC for data on the default rate since the initiation of “block e-mails” to students with delinquent payments. However, the failing economy is expected to increase delinquent payments.

Item 15 – Posting RLC 5-year SACs report on intranet – Mary Frances and Janet decided to wait until the SACs response is received before posting the report. RLC should receive the SACs response in February or March.

Item 16 – Update RLC’s responses to OFIs from 2007 ModernThink survey – A matrix addressing the OFIs and RLC’s responses was posted for all employees. This item is closed.

Item 17 – Accreditation statement meets SACs standards – Janet worked with Whitney Rosenbalm to ensure that the accreditation statement on the web site and in the catalog meets SACs standards. This item is closed.

Item 18 – Adding ‘ethnically diverse’ to Measure 3.4.6 – No action.

Item 19 – ThunderTeam will formulate a spreadsheet to help track grant submissions – This item is complete and closed. DCCCD Retention grants will track through Ray Sandoval and Ray Canham.

## **PIIP Status Report**

### Completed:

#62 – End of Year Report

#66 – Managing and Reducing Admissions and Registration Lines

### In Progress:

#67 – QEP TOLI Participant Intake

#68 – New Employee CE Set-Up

#69 – Employee Internal Transfers

#70 – Employee E-mail Addresses

## **Student and Administrative Support Services Program Review**

Gloria gave ThunderTeam members the scores for participants in their areas of responsibility. Sixteen work groups were chosen for the pilot, 9 completed program reviews, and 7 were carried over for 2008-09.

Best Practice – The Library was chosen for a best practice review because of their culture of continuous improvement, a laser sharp focus on their mission, and abundant trend data to support their conclusions.

Best Attitude – Rising Star understood that program review was not about the score, but about continuous improvement. They were excited about what it could mean for the improvement of their department and voluntarily committed to completing another review next year.

## **QEP Updates**

Mary Frances and Carole were unable to attend the meeting because of conflicting engagements, but sent the following overview of QEP activities via e-mail.

- QEP Liaisons continue to adapting WEAVE4.0 to meet RLC's specific requirements
- QEP Liaisons held seven training sessions on WEAVE4
- Karla Damron developed a tutorial on the functions of WEAVE, and she is going to be part of the QAC and develop tutorials on additional WEAVE functions on a need-to-know basis.