

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

**October 29, 2008**  
10:00 am – 11:10 am

Present: Pat Bollin, Ron Clark, Kay Eggleston, Mary Frances Gibbons, Bao Huynh, Janet James, Carole Johnson, Carole Lester, Steve Mittelstet, Tony Summers, Fonda Vera, Gloria Washington

**QEP Update**

Mary Frances updated the ThunderTeam on QEP activities for September.

- WEAVEOnline 4.0 (an updated version of our current WEAVEOnline program) is ready for rollout
- A QAC meeting was held on 10/29
- QEP liaisons posted a style sheet for writing QEP assessment reporting on the website
- Mary Frances accompanied a SACs team for a site visit at Baton Rouge Community College. Information gleaned from the visit was that the accreditation statement on college web sites should be SACs approved.

**Action Item # 17** – Janet will ensure that RLC's accreditation statement on the web site meets SACs requirements.

**Thunion Report**

College Dashboard

The overall score is 9.2. Because this is the initial report for 2008-09, there is no previous monthly score.

Strategic Planning Priorities

Identify and Meet Community Educational Needs – 9.4  
Enable All Students to Succeed – 9.7  
Enable All Employees to Succeed – 9.5  
Ensure Institutional Effectiveness – 8.2

Areas of interest/concern were:

1.2.2 - % of local service area Market enrolled as students

1.2.3 - % of Dallas County market enrolled as students

1.2.4 - % of unduplicated credit enrollments outside of Dallas County

Score for these measures should increase as enrollment grows throughout the year.

1.5.1 - # of online contact hours

1.5.2 - # contact hours for classes that are other than semester length

Enrollment in flex and online contact hours should increase in winter-term and spring.

Action Item #18 - OPRIE will add the phrase “ethnically diverse” to Measure 3.4.6/

Action Item #19 – OPRIE will formulate a spread sheet to help ThunderTeam track grant submissions.

### **Pending Action Items**

Item 11 – Extended tuition Payment default rate – Ron will ask DSC for data on default rate since “block’ e-mails to students with delinquent payments were initiated.

Item 12 – Enrollment outside service area – Fonda determined that was impossible to gather data on enrollment outside service area for other DCCCD colleges. This item is closed.

Item 15 – Post 5th year report on intranet -- Mary Frances will meet with Janet this week to develop a format for posting Richland’s 5th-year SACs report on the intranet.

Item 16 – RLC’s Modern Think OFIs – A matrix addressing the OFIs and Richland’s responses was posted for on the intranet. This item is closed.

### **PIIP Status Report**

Six PIIPs were active in September. Only one was overdue, #66 – Managing and Reducing Admissions and Registration Lines During Peak Registration-Phase I. The PIIP owners estimated completion in November 2008.

### **Departmental Action Plan Update**

Gloria reminded ThunderTeam members that the deadline for submission of Departmental Action Plans had been moved to October 30 to allow faculty more time for class start-up before submitting action plans.

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

Gloria reviewed the list of departments/work groups scheduled to submit program reviews in September 2008. She also asked ThunderTeam to submit names of department chosen to complete the review in 2008-09. The nominated departments will be in addition to those who did not completed required reviews in 2007-08.