

Institutional Effectiveness Committee
October 19, 2010
Agenda

IEC Goals 2010-11

- Analyze Program Review forms to increase clarity and reduce duplication of information.
- Offer combination of workshops and individual assistance to departments working on Program Reviews, evaluate effectiveness of aid and tailor training based on feedback.
- Orient committee members to IEC process and obtain feedback from members about processes and support.
- Determine what IEC does to help the college achieve sustainable continuous quality improvement in Program Review.

Process and Priorities (15 min)

See attached list created by Co-Chairs and Committee. Discuss three bolded items at top.

Procedure and Information (10 min)

- Fall 2010 Program Reviews – Due 8/6/10
 - Bookstore – received
 - Maintenance & Operations – received
 - Graphics – email sent
 - IRP – notified, due November
 - Work Experience – will discuss as part of process/procedures for IEC
- Spring 2010 Program Reviews – Revisions due 9/10
 - Extended Learning – received final
 - Information Services – received final
- Fall 2009 Program Reviews
 - ACDV – ready to present to CC, scheduled 12/3/10
 - HLED – in revision, due 11/15/10
 - PHIL – received final
- Spring 2009 Program Reviews
 - Delano – received 3/17/10
 - CHDV Centers – ready to present to CC, scheduled 12/3/10
 - Social Science – ready to present to CC, scheduled 11/5/10
 - Student Health Center – received second draft

Approval of September 28, 2010 minutes

Discussion of Documents and Appraisals

- Vote on final appraisal (5 min)
 - Philosophy
 - Information Services
- Discuss for completion of summary and budget implications
 - Extended Learning - Nancy, Joyce, Kristen (20 min)
- Discuss for commendations and recommendations
 - Bookstore - Rachel, Kim, Ann (20 min)
 - M&O - Joyce, Dan, Mark, Kristen (20 min)

Meetings for 2010-11

All 3:30 – 5 p.m. in the Collins Conference Center

November 9, 2010
November 30, 2010
February 1, 2011
February 22, 2011
March 15, 2011
April 5, 2011
May 3, 2011