

Institutional Effectiveness Committee  
October 19, 2010  
Collins Conference Center  
3:30 – 5:00 p.m.  
Unofficial Minutes

Attendees: Stephen Eaton, Rebecca Flores, Nancy Guidry, John Hart, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Kim Nickell, Dan O'Connor, Kristin Rabe, Don Scrivner, Rachel Vickrey

Absent: Joyce Ester, Nan Gomez-Heitzeberg

Call to order: 3:33 p.m.

#### Process and Priorities

The Academic Senate President has asked all committees to look at their role, procedures and processes. Therefore, on our task list for ongoing concerns, the group of items titled 'Committee Process/Procedures' has been moved to the top in order to set it as the current priority (see list attached to minutes).

Discussion ensued about the name of IEC. Members agree that IEC does not reflect the role of the committee and discussed a name change to 'Program Review Committee'.

While discussing the role of the committee and our work toward further integrating planning and budget, the committee discussed the formation of the Budget Committee. Co-Chair Diana Kelly made a request to Academic Senate Executive Board that a member of IEC be one of the faculty assigned to that committee. This suggestion will be included in the discussion of the October 20, 2010 meeting of the Academic Senate.

Members agreed to include a name change in the proposal to the Academic Senate and Administrative Council. The committee will vote on that document before it goes forward.

Discussed incorporation of accreditation when reviewing the charge of IEC.

Co-Chair Diana Kelly advised that Mark Staller resigned from IEC.

#### Procedure and Information

- 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

Minutes were approved as is.

## Discussion of Documents and Appraisals

- Vote on final appraisal

Committee discussed prioritizing budget implications. Decision was made to determine first where recommendations from IEC will be presented (Budget Committee, College Council, FCDC, etc.) and what information is required to assist with planning prior to making that decision. For the present, the committee will continue to take the lead from priorities in the Program Review document.

- Philosophy – Approved as is based on agreement from the College Vice Presidents.
- Information Services - Approved as is based on agreement from the College Vice Presidents.
- Discuss for completion of summary and budget implications
  - Extended Learning – Discussion of summary and budget implications ensued. Final appraisal document will be drawn up and returned to the committee for vote.
- Discuss for commendations and recommendations
  - Bookstore – Commendations and recommendations were discussed. Members will email any further information.
  - M&O – Was not discussed and will be addressed at a future meeting.

While discussing the above Program Reviews, questions arose about better training for departments and whether or not a mentoring program might be effective for those completing documents. Also, discussed reinstating liaisons, which had been discontinued due to a lack of effectiveness, with IEC members. Committee may need to reexamine.

Meeting adjourned at 5:02 p.m.

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