

Institutional Effectiveness Committee  
November 30, 2010  
Collins Conference Center  
3:30 – 5:00 p.m.  
Official Minutes

Attendees: Stephen Eaton, Joyce Ester, Nan Gomez-Heitzeberg, Nancy Guidry, John Hart, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Kim Nickell, Dan O'Connor, Kristin Rabe, Rachel Vickrey

Absent: Don Scrivner

Call to order: 3:37 p.m.

#### Process and Priorities

Co-Chair Diana Kelly is revising the IEC charge document to bring to the committee to give a starting place for discussion.

Began with definition of a program for program review. Moved from departmental to operational some time ago creating groups of some disciplines. Some outlying areas like work experience and apprenticeship don't easily fit into 'programs'. Career and Technical Education (CTE) has several instructional and service areas under their umbrella. Medical Terminology and EMT are also outlying.

May need to also consider programs coordinated from the district.

Some of the factors to consider in determining the definition of a program for IEC may include:

- Curriculum Review
- Unit Plan
- Organizational Chart
- Budgetary and/or organizational factors
- Which students are taking and why

Need to discuss this decision with FCDC. Take into consideration that a faculty chair has reassigned time based on the people assigned to them.

VP Nan Gomez-Heitzeberg will get together a list of outlying areas. Will bring together that list as well as lists of those responsible for curriculum review and unit plans so we may consider where the area is budgeted, who's responsible and who is instructing classes.

#### Procedure and Information

See attached Process Completion Chart – discussed current progress.

Discussed Apprenticeship area due Spring 2011 and whether that will still go forward. For now, Kathy Melson is attending the training on Dec 3<sup>rd</sup> for that area.

Academic Development will present to College Council Dec 3<sup>rd</sup>. Child Development Centers was scheduled and they cancelled. They will reschedule.

Program Review training for the Spring 2011 cohort will take place Dec 3<sup>rd</sup>, 10:35–12:00 in A-5. All departments will be represented.

Information Services will not present again following the completion of their final appraisal.

#### Approval of November 9, 2010 minutes

Minutes were approved as is.

## Discussion of Documents and Appraisals

- Review commendations and recommendations
  - Maintenance and Operations – Returned because IEC commendations do not seem to align with the document and our recommendations. Commendations and recommendations were reviewed and discussed further. Alterations approved by committee.
- Discuss for completion of summary and budget implications
  - HLED – 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
  - Delano – Was not discussed and will be addressed at a future meeting.

Meeting adjourned at 5:04 p.m.

## Meetings for 2010-11

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

February 1, 2011

February 22, 2011

March 15, 2011

April 5, 2011

May 3, 2011