

Institutional Effectiveness Committee
November 9, 2010
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

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

Absent: Stephen Eaton, Nan Gomez-Heitzeberg

Call to order: 3:30 p.m.

Process and Priorities

Began discussion of the meaning of 'program' in Program Review. There are questions about unit plans as well and decision was made to make sure Nan Gomez-Heitzeberg is part of the discussion.

Moved on to discussion of liaisons in the committee. Co-Chairs are offering a training to programs due in Spring 2011 on December 3rd, following College Council, at 10:35 a.m. Would like to see members participate in the training process. Members do not all feel confident in their knowledge of a complete Program Review. An idea was presented that certain members be responsible to serve as liaison for a particular section of the Program Review. For example, Kristin Rabe is available for technology questions, Ann Morgan is available for data information. Liaisons don't necessarily need to have all answers, but know where to direct programs for information. Members need to be a proactive part of talking about program review, training and discussing results among campus constituencies.

During discussion, questions arose about relationships with other committees including Accreditation Steering, Assessment and Curriculum. Co-Chair Diana Kelly advised that a meeting of co-chairs of committees in question will tentatively occur December 3rd. We will make steps to coordinate efforts at that meeting. Also, Accreditation Steering has offered to help IEC look at Unit Plans and Program Reviews to ensure the documents work toward a unified goal.

Procedure and Information

See attached Process Completion Chart – discussed current progress.

College Council presentation on 11/5/10 – Shared with the members that in order to speed up the process of Program Review, IEC requires only one rewrite of the document and is splitting reading among members.

Offered Information Services an opportunity to make another presentation to College Council since when they presented in May, our budget implications were not available. They will advise if they want to be on the schedule.

Institutional Research and Planning is on the completion chart for Fall 2010. However, the coordinator has moved to a new district position, they have no administrative support or student workers, and have some priority projects due. They are requesting an extension of their due date for Program Review. Committee members agreed to reschedule IRP to be due March 2011.

Approval of October 19, 2010 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

- Vote on final appraisal
 - Extended Learning – Approved with modifications based on agreement by the College vice presidents.

- Discuss for commendations and recommendations
 - Student Health Center – Commendations and recommendations were discussed.
 - Maintenance & Operations – Commendations and recommendations were discussed. Members will email any further information.

- Discuss for completion of summary and budget implications
 - HLED – Will be moved to the next meeting. Members volunteered to comment on this document – Nancy, Don, Rachel

Meeting adjourned at 5:00 p.m.

Meetings for 2010-11

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

November 30, 2010

February 1, 2011

February 22, 2011

March 15, 2011

April 5, 2011

May 3, 2011