

Institutional Effectiveness Committee  
February 1, 2011  
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 (20 min)

- See attached list created by Co-Chairs and Committee.
- Program definition – continue discussion from November 29, 2010 meeting:
  - Review discussion summary in minutes
  - ASCCC definition of program review
  - List of BC outlying areas if available from EVP AA&SS Nan Gomez-Heitzeberg

Procedure and Information (10 min)

- Review status of programs on the process completion chart
- College Council presentation Dec 3, 2010 – ACDV completed
- Program Review training for Spring 2011 cohort Dec 3, 2010 – all departments in cohort attended (Apprenticeship, Biology, Foreign Language, Performing Arts, Institutional Research & Planning)

Approval of November 9, 2010 minutes (5 min)

Discussion of Documents and Appraisals

- Discuss for completion of summary and budget implications (20 min)
  - Maintenance and Operations
- Review and vote on summary and budget implications (5 min)  
(if Diana Kelly is able to email document before meeting)
  - HLED
- Discuss for commendations and recommendations (30 min)
  - Delano – John, Nan, Diana, Kristen

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