

Institutional Effectiveness Committee
February 1, 2011
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Stephen Eaton, Joyce Ester, Nancy Guidry, John Hart, Ann Morgan (Co-Chair), Dan O-Connor, Kristin Rabe, Don Scrivner, Rachel Vickrey

Absent: Nan Gomez-Heitzeberg, Diana Kelly (Co-Chair), Kim Nickell,

Call to order: 3:35 p.m.

Process and Priorities

Continued discussion from November 29, 2010 meeting:

Reviewed discussion summary in minutes:

At the last meeting, began with a definition of program review. Moved from departmental to operational. Hasn't been a defined process. Some outlying areas like apprenticeship and work experience that did not readily fit into programs. CTE had several instructional and service areas that are not programs. May also need to consider programs that are coordinated through the district, such as HR. Since 2007, the organizational units that complete a unit plan are also supposed to be doing program review.

Read and discussed ASCCC definition of program review:

No function of the college should be exempt from the review process, including ancillary and administrative services as all have an impact on the academic integrity of institutional effectiveness. ACCJC standards require that each program measure its effectiveness by assessing student learning outcomes. Title 5 definition of an educational program is that it is an organized sequence of courses leading to a defined degree, certificate, diploma, license, or transfer. The bottom line is that every department should be addressed.

Why do we have two reviews – one for curriculum and one for program? The curriculum review is specifically course by course. Program review is on a more global level. Might it be possible to integrate these two? Why is this an internal process rather than an external one? Some colleges use a Noel-Levitz survey as their program review instrument. Some apply Noel-Levitz every other year, and CCSSE on the interim years to get a broader view.

A decision should be made on the program review ancillary services; every function of the college should be addressed.

List of BC outlying areas if available from EVP AA&SS Nan Gomez-Heitzeberg:

Will ask Nan to bring to next meeting.

Procedure and Information

See attached Process Completion Chart – noted progress between the November 30 meeting and end of fall semester.

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 30, 2010 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

Discuss for completion of summary and budget implications

Maintenance and Operations

Summary and budget implication suggestions were discussed at a previous meeting. Diana should have more notes on this discussion. This will be completed at the next meeting and Rachel will work on this.

Review and vote on summary and budget implications

HLED

Postponed until Diana returns to work.

Discuss for commendations and recommendations

Delano

Long discussion with many recommendations. This part of appraisal will be drawn up and sent to the committee.

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

IEC Ongoing Considerations and Priorities

Task	Status
<p>1. Committee Process/Procedures</p> <ul style="list-style-type: none"> • Update purposes and procedures as needed and resubmit to Academic Senate and Administrative Council: <ul style="list-style-type: none"> ○ Complete Senate Proposal Change for committees to amend process and procedures. Members agreed on a name change, possibly to 'Program Review Committee'. ○ Determine whether or not IEC wants to use liaisons and ensure our procedure document reflects our practice ○ Ensure accreditation is part of committee charge ○ Consider the committee(s) to which our recommendations are provided and why (FCDC for staffing, new budget committee?) – is it necessary to provide these to Curriculum as stated in our procedures ○ Define Program Review – Organizational structures and service areas? ○ President response to Programs? • Consider programs on the schedule – additions or subtractions (i.e. Work Experience)? Revise PR calendar. Include Athletics. • CurricUNET • If curriculum review was not completed, what happens to PR? 	
<p>2. Committee Focus</p> <ul style="list-style-type: none"> • SGA mentioned addition of a student member – Co-Chair Diana Kelly followed up with email to SGA President, Lisa English • Spend time at each meeting evaluating and discussing process • Focus on ways to improve our process • How should we prioritize program reviews in progress? 	✓
<p>3. Program Review Results</p> <ul style="list-style-type: none"> • Prioritize recommendations more clearly • Demonstrate tangible changes based on Program Review • Share success stories institution-wide • What is the incentive for completing Program Review? <ul style="list-style-type: none"> ○ What is the program achieving? ○ What is the institution achieving? 	
<p>4. Integration of Program Review with Other Planning Processes & Decision Making</p> <ul style="list-style-type: none"> • Coordinate assessment, curriculum and IEC as we all look at outcomes • Consider IEC coordination with the new budget committee to more firmly link to budget processes • Are program reviews used when discretionary dollars are available, when cuts must be made? • Is the Educational Master Plan connected to Program Review? • How is the unit plan connected? • Do results of the Decision Making Task Force affect process of IEC? 	

<p>5. Program Process During Program Review</p> <ul style="list-style-type: none"> • Include more constituent groups in the process – ask all to participate in training, process and evaluation? • State materials suggested some vocational programs include members of their advisory committee(s) in their program review 	
<p>6. Program Review Form / Data</p> <ul style="list-style-type: none"> • Look at duplication in our forms as we review • Encourage departments to analyze data, not just collect and report • Emphasize procuring data to show improvement to under-represented groups • Encourage use of trend data over time • Qualitative data should be given equal or greater attention • Focus on basic skills students in each program where appropriate • Add evaluation component as last question on documents – consider the best wording for questions – or online evaluation following submission of documents – either way, make it a regular part of process? • Accreditation Standard III: Resources <ul style="list-style-type: none"> ○ Integrates _____ planning with institutional planning (driven by educational planning) <ul style="list-style-type: none"> ▪ Human Resources ▪ Physical Resources ▪ Technology ▪ Financial • Distance Education and Correspondence Education – Accreditation looking at all aspects – Do we need more information in PR? <ul style="list-style-type: none"> ○ Student access <ul style="list-style-type: none"> ▪ Admission, orientation, registration, counseling/advising, financial aid ▪ Tutoring, library and learning support ▪ Graduation applications, transcript requests, student survey collection and analysis ○ Align with District/College/Program mission ○ Student achievement data in DE/CE courses compared to face-to-face ○ Analyze achievement data and use to plan and implement improvements • Replace Appendix A with program level assessment form in use by assessment? 	

IEC Meeting Dates 2010-2011: 2010: Sep 7, Sep 28, Oct 19, Nov 9, Nov 30 2011: Feb 1, Feb 22, Mar 15, Apr 5, May 3

Program Name	• Chair • Dean • Assistant	1 Notify Program	2 Draft Due	3 Co- chairs Receive Draft	4 Draft Sent to Commit- tee	5 Commit- tee Reviews Draft	6 Draft Appraisal to Program	7 Final Draft Due	8 Co- chairs Receive Final	9 Commit- tee Reviews Final	10 Final Appraisal to Commit- tee	11 Commit- tee Votes on Final Appraisal	12 Final Appraisal to Program	13 College Council Presenta- tion
Spring 2009														
Child Development Centers	Gail Summerford Nan Gomez-Heitzeberg	F 2008	2-2009	3-2009	4-2009	4-2009	6-2009	9-2009	10-2009	11-2009	1-2010	2-2010	2-2010	Email 9-12-10 10-3-10 Sched 12-3-10
Delano	Richard McCrow Bonnie Suderman	F 2008	2-2009	12-2009 2-2010 3-2010	10-20-10									
English	Pam Boyles Patti Ross Rebecca Flores 10-11-10	F 2008	2-2009	3-2009	4-2009	5-2009	6-2009	9-2009	10-2009	11-2009	12-2009	2-2010	2-2010	3-2010
Financial Aid	Joan Wegner Joyce Coleman	F 2008	11-2008	2-2009	3-2009	4-2009	6-2009	9-2009	10-2009	11-2009	12-2009	2-2010	2-2010	5-2010
Student Health Center	Debra Strong Joyce Coleman	F 2008	2-2009	2-2009	3-2009 9-19-10	4-2009 11-9-10	5-2009	10-2009 11-2009 4-2010						
Social Science	Stephen Smith Patti Ross Stephen Eaton 10-4-10	F 2008	?	?	?	?	?	?	?	?	3-2010	3-2010	4-2010	Email 9-12-10 10-3-10 CC 11-5-10

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Fall 2009														
ACDV	Kimberly Van Horne Patti Ross Rebecca Flores 10-11-10	Sp 2009	9-2009	6-2009	8-2009	9-2009	10-2009	12-2009	12-2009	2-2010	3-2010	3-2010	4-2010	Email 9-12-10 10-3-10 CC 12-3-10
ENSL	Jeannie Parent Patti Ross Rebecca Flores 10-11-10	Sp 2009	9-2009	9-2009 10- 2009	10-2009	11-2009	11-2009	2-2010	2-2010	3-2010	3-2010	3-2010	4-2010	5-2010
HLED	Brent Dameron Jan Stuebbe Dan O'Connor 7-1-10	Sp 2009	9-2009	1-2010 2-2010	4-2010	5-2010	9-22-10	11-15-10	11-1-10					
PHIL	Reggie Williams Patti Ross Stephen Eaton 10-4-10	Sp 2009	9-2009	9-2009	10-2009	11-2009	11-2009	1-2010	5-2010 Email com 9-19-10	9-28-10	10-9-10	10-19-10	11-7-10	Email 11-7-10 11-20-10
COMS	Bill Moseley Hamid Eydgahi	Sp 2009	9-2009	9-2009	11-2009 3-2010	11-2009 3-2010	1-2010 3-2010	1-2010 4-2010	1-2010 4-2010	3-2010 5-2010	5-2010	5-2010	5-2010	Email 9-12-10 CC 10-1-10

