

Institutional Effectiveness Committee  
February 2, 2010  
Collins Conference Center  
3:30 – 5:00 p.m.  
Official Minutes

Attendees: Nancy Guidry, John Hart, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Dan O'Connor, Susan Pinza, Rachel Vickrey

Absent: Nan Gomez-Heitzeberg, Celeste Seaton

Not considered for quorum:

No longer voting member (missed three meetings): Kathy Hairfield  
Extended Leave: Mildred Lovato, Patti Ross, Don Scrivner

Guest: Kristin Rabe

Recorder: Angela Craft

Call to Order: 3:35 p.m.

- Scheduled Program Review Presentations and Appraisals to College Council
  - 2/5/10 – Behavioral Science and FACE are scheduled to present. Co-Chair Diana Kelly sent email reminders and will attend for IEC.
- Spring 2010 Program Reviews – Due 2/12/10
  - Maintenance & Operations
  - Extended Learning
  - Information Services
  - Bookstore
  - Graphics
  - Workshop offered 12/8/09 by Co-Chairs
    - Attendees included: Jim McGee, Tim Carroll, LaMont Schiers, Kathleen Loomis-Tubbesing, Tarina Perry, Cheryl Moncier, Cindi Swoboda and Jennifer Caughron
    - Co-Chairs followed up with requested information to participants.
- Fall 2009 Program Reviews – Due 9/22/09
  - Health, PE and Athletics
    - Late – Partial Receipt – At the last meeting IEC determined Athletics should remain part of the Program Review with Health and Physical Education. Since that time, the Dean working with Athletics has been out on medical leave, so discussion was requested about how to proceed with a partial document in receipt which does not include Athletics. Co-Chair Diana Kelly will review the document and report back to IEC. The plan is to proceed for now with the Health and PE portion and include Athletics for the next cycle.

- In Revision – Due 1/22/10
  - Academic Development - Received
  - ESL - Received
  - Philosophy – Has not been received. Co-Chair Diana Kelly will follow up.
  - Computer Studies – Received
  - Co-Chair Diana Kelly is reviewing the documents, highlighting changes and documenting appraisal forms to send out to IEC members for review.
- Introductions of Members
  - Members introduced themselves. New Faculty member Nancy Guidry, Reference Librarian, was introduced as well as potential new Classified member Kristin Rabe. Discussion ensued about members to include during the determination of 51% required members present for quorum. After discussion, the committee determined that a quorum was met for this meeting and voting items may be approved.
- Approval of November and December minutes
  - November minutes were approved with no changes.
  - December minutes were approved with no changes.
- Spring 2009 Program Reviews
  - Late
    - Delano
      - This document was received as a written document without the Program Review form and some questions were not answered. IEC sent the form back to be put into our form and respond to questions that are included in the Program Review process.
      - The document was sent again on 2/1/10 in a combined format in which some information is written on the form and some questions state 'see attached'. Co-Chair Diana Kelly will review the document for the committee and make a decision about whether or not to accept it based on the relation of the current configuration to the questions and order of the IEC document.
    - Institutional Development, Foundation & Alumni
      - This will now be known as the Foundation and they completed a unit plan that was received last week. Co-Chair Ann Morgan will discuss with the College President if and when this Program Review will be due, the Co-Chairs will evaluate scheduling if advised to proceed and bring answers and/or dates back to the committee.
  - In Revision – Due 10/22/09
    - In Progress – Revised due date 11/30/09
      - Student Health Center – Co-Chair Diana Kelly followed up recently and has not heard back. She will follow up again.

## Discussion of Final Documents and Appraisals

- Spring 2009 Program Reviews – Discussion ensued for completion of Summary and Budget Implications for the following:
    - English – This revised document was reviewed in the December meeting and changes made on the final appraisal document. The final appraisal document was approved with minor changes. Concerns were expressed about the change in enrollment issues for ENGL B34, Introduction to Library Research, with the recent cuts in class sections at the college. Library Faculty will discuss and bring English Faculty into the discussion as needed.
    - Child Development Centers – This revised document was reviewed in the December meeting and changes made on the final appraisal document. The final appraisal document was approved with minor changes.
    - Financial Aid – Revised document was reviewed and appraisal form was revised. Co-Chair Diana Kelly will discuss changed needs with the Financial Aid Director and bring document back for approval when completed.
    - Social Science – Not addressed at this meeting.
  - Co-Chair Ann Morgan asked members to review updated public folders for IEC and provide feedback to her as needed.
  - Brief discussion ensued about the document 'Tips for Reviewing Program Review Documents' and abbreviations used for Student Learning Outcomes.
- Meeting adjourned at 4:50 p.m.

## Goals for IEC 2009-2010

- 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 and evaluate effectiveness of aid.
- Recruit more Classified Staff and Faculty representation to IEC to complete membership.

## Future Meetings – all 3:30-5:00 p.m., Collins Conference Center

- March 2, 2010
- April 13, 2010
- May 4, 2010