

Institutional Effectiveness Committee
February 22, 2011
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

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

Absent: John Hart

Call to order: 3:35 p.m.

Process and Priorities

- Co-Chair Diana Kelly discussed the status of ongoing reviews and the delays since her absence.
- See attached list created by Co-Chairs and Committee – This was not addressed at this meeting.
- Program definition – finish discussion from November 30, 2010 and February 1, 2011 meetings:
 - List of BC outlying areas available from EVP AA&SS Nan Gomez-Heitzeberg. These areas have no department chair and in some cases no full-time faculty to work on program review. Recommendation from IEC that the Accreditation Steering Committee work on the definition of overall programs and assist this committee in organizing these outlying areas.
 - Public Safety - Needs to be replaced by Security as it no longer includes the following areas. Many courses are offered through Westech and other contracts including the Olive Drive Training facility.
 - Correctional Administration – One part is under the Behavioral Science department, the other is offered through Westech.
 - Administration of Justice
 - Fire Technology
 - Work Experience
 - Apprenticeship
 - Tech Prep
 - Medical Terminology
 - EMT
 - Education – Currently associated with Child Development
 - Apprenticeship, Work Experience and Tech Prep fall under the Career and Technical Education Center. Might cluster these for purposes of program review.

Procedure and Information

- Review status of programs on the process completion chart - no updates at present.
- Several Spring 2011 chairs have called with questions and are working hard to meet the February submission.

Approval of February 1, 2011 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

- Discuss for completion of summary and budget implications – This program still needs to be contacted about their draft and provided time to prepare their final document.
 - Maintenance and Operations
- Review and vote on summary and budget implications
 - HLED - Discussion of summary and budget implications ensued. Stephen Eaton offered to create a summary for this document. Final appraisal document will be drawn up and returned to the committee for vote.

- Discuss for commendations and recommendations
 - Delano – Commendations and recommendations were reviewed and discussed.

Diana Kelly will assign groups to review incoming program review documents as received. Diana will also begin work on the committee change paperwork for the name change for IEC.

Meetings for 2010-11

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

March 15, 2011

April 5, 2011

May 3, 2011