

Institutional Effectiveness Committee
March 15, 2011
Collins Conference Center
3:30 – 5:30 p.m.
Official Minutes

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

Absent: Rachel Vickrey

Call to Order: 3:35 p.m.

Process and Priorities

- IEC changes to committee – Committee went over the three documents listed in depth and advised changes and revisions. Proposed changes to IEC as a committee are as follows:
 - Change the name of the Institutional Effectiveness Committee (IEC) to the Program Review Committee (PRC).
 - Remove the requirement to appoint liaisons from the procedures document and allow the committee to remain flexible.
 - Omit the requirement for IEC to report to the Curriculum Committee and add the process step that notifies departments to complete curriculum review prior to completing program review.
 - Remove the actual membership numbers from the IEC Purpose and Procedures document and let the percentages determine membership.

Diana Kelly will make the alterations requested to the documents listed below and send back to the committee by email with a due date by which she will need any further changes from the committee. The documents will then move to the next Academic Senate Executive Board for further discussion and approval. Diana will also send the current charge document in the Decision Making Document for comparison with the new version.

- Purpose and Procedures document revision
- Decision Making Document revision
- Senate Proposal for Change

Procedure and Information

- Issues with IEC instructional program review form - Diana advised committee that Accreditation Steering Committee (ASC) had agreed to look over our form and had also requested that a subcommittee work to align the Unit Plan and Program Review. Diana produced a summary for them with comments about areas that don't seem to work well, duplication of efforts and the reasoning behind the appreciative inquiry questions. Shared that with the committee and asked for an email response if anyone has further issues or concerns about our document(s). ASC will send any recommendations back to the committee for approval.

Approval of February 22, 2011 minutes

- Minutes approved as is.

Discussion of Documents and Appraisals

- Review and vote on final appraisal - approved with minor change.
 - HLED
- Review commendations and recommendations – committee members are asked to email Diana if any other changes.
 - Delano

Meeting adjourned: 5:05 p.m.

Meetings for 2010-11

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

April 5, 2011
May 3, 2011