

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

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

Absent: Ann Morgan (Co-Chair), Celeste Seaton

Guest: Kristin Rabe

Not considered for quorum due to extended leave: Mildred Lovato, Patti Ross, Don Scrivner

Call to order 3:35 p.m.

Co-Chair Diana Kelly advised that Kathy Hairfield has voluntarily resigned as a voting member due to a conflict in schedule that makes it impossible for her to attend meetings. Academic Senate has been notified.

Co-Chair Diana Kelly requested an addition to the agenda following approval of minutes of a discussion of college council presentations for English and the Child Development Centers.

- Spring 2010 Program Reviews – Due 2/12/10
 - Extended Learning – received
 - Information Services – received
 - Bookstore
 - Graphics
 - Maintenance & Operations

Discussion about rescheduling due date for Bookstore, Graphics and Maintenance & Operations. The committee is overwhelmed with both new and revised Program Reviews at this time, so all agreed to reschedule the due date. The Co-Chairs will discuss and inform LaMont Schiers.

- Fall 2009 Program Reviews – Due 9/22/09
 - Received without athletics – 1/20/10
 - Health and PE
 - In Revision – Due 1/22/10
 - Academic Development - received
 - ESL - received
 - Philosophy – Co-Chair Diana Kelly emailed Department Chair Reggie Williams, received a response and is expecting the revised copy at any time.
 - Computer Studies – received – Co-Chair Diana Kelly will review, cross out or notate recommendations, highlight additions and send out to the committee.
 - Spring 2009 Program Reviews
 - Late
 - Delano – received in wrong format – sent back
 - Received again 2/1/10 – combined format
- Co-Chair Diana Kelly explained the combined format received from Delano. Some questions were answered on the Program Review form and some stated 'see attached' and referred to an attached report. After reviewing the format, Diana advised the Director of Delano that IEC will accept the combined format with the condition that where the form states 'see attached', a page number for the attached report be provided and the information specified be highlighted or underlined. IEC members asked that a hyperlink be provided as well if possible. Diana will request.
- Foundation – Co-Chair Ann Morgan discussed this with President Chamberlain and was advised that a Program Review will not be required for this area. Co-Chair Ann Morgan will remove from the Program Review calendar.

- In Revision – Due 10/22/09
 - In Progress – Revised due date 11/30/09
 - Student Health Center – Dean Joyce Coleman has been discussing with Co-Chair Diana Kelly and indicated it should be available the beginning of March. The document has not yet been received.
- February minutes were approved with no changes.
- Discussion about College Council presentations for English and the Child Development Centers involved a request for someone other than Co-Chair Diana Kelly to attend for IEC on March 19, 2010. Members will contact Diana if available. Presentations have been longer than expected at College Council. Discussion included a change to the 'Tips' document to request no PowerPoint presentations. Members also suggested creating a visual cue to assist departments in keeping to the ten minute time frame. Diana will send the revised 'Tips' document to members for suggestions.
- Discussion of additional meetings for IEC took place. Since the last calendar was created for Program Reviews in 2006, only a few Program Reviews have been added. However, in the last two years, the committee has met one or two meetings less per year. As a result, we have documents received in January that the committee still has not yet reviewed. Suggestion was made to add one or two additional work meetings to the end of the current semester. Co-Chair Diana Kelly will send out possible meeting dates. Members also agreed to additional meetings for next year.

Discussion of Final Documents and Appraisals

- Spring and Fall 2009 Program Reviews
 - Discuss for completion of Summary and Budget Implications
 - Financial Aid – This revised document was reviewed in the February meeting and changes made on the final appraisal document. The committee asked Co-Chair Diana Kelly to discuss current needs with the Financial Aid Director. This was completed and additions made to the final appraisal document accordingly. With the removal of directions and minor changes, the final appraisal was approved.
 - Discuss revised documents for Recommendations, Summary and Budget Implications
 - Social Science – Review and discussion of final document ensued and budget implications recommended. Co-Chair Diana Kelly will complete the final appraisal and bring to committee for approval.
 - Academic Development – Review and discussion of final document ensued and a request made that a verbal recommendation be made to the department to notate the years used in comparison data. Budget implications and summary will be addressed at the working meeting and returned to the committee for approval.
 - English as a Second Language – Will address at the working meeting and information returned to the committee for approval.

Meeting adjourned at 5:10 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

- April 13, 2010
- May 4, 2010