

Institutional Effectiveness Committee  
April 13, 2010  
Collins Conference Center  
3:30 – 5:00 p.m.  
Official Minutes

Attendees: Antonio Alfaro, Nan Gomez-Heitzeberg, Nancy Guidry, John Hart, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Dan O'Connor, Susan Pinza, Kristin Rabe, Mark Staller, Rachel Vickrey

Extended Leave: Patti Ross, Don Scrivner, Celeste Seaton

Call to order 3:33 p.m.

Co-Chair Diana Kelly introduced new members, Antonio Alfaro, Kristin Rabe and Mark Staller and welcomed them to the committee. Members then introduced themselves.

Co-Chair Diana Kelly shared information from the College Council meeting of March 29, 2010 in which Department Chair Pam Boyles presented her Program Review. During the presentation, she mentioned that the Program Review process was a positive experience for her department. Also, during the question and answer period, information gathered from the IEC committee was shared, leading to further discussion on possible funding sources for the English department.

- Fall 2010 Program Reviews – Due 8/6/10  
These departments have been moved from Spring 2010 to Fall 2010 to adjust to recent changes in staffing. A workshop for those interested in Program Review training has been scheduled for May 6<sup>th</sup> by the Co-Chairs and committee members are invited to attend.
  - Bookstore
  - Graphics
  - Maintenance & Operations
- Spring 2010 Program Reviews – Due 2/12/10  
These programs were given priority in the review process as they were received in a timely manner.
  - Extended Learning – received
  - Information Services – received
- 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
    - Computer Studies – received – This revised document will be reviewed at the working meeting on April 20, 2010.
- Spring 2009 Program Reviews
  - Late
    - Delano – received in wrong format – sent back
      - Received again 2/1/10 – combined format
      - Received with references and hyperlinks – 3/17/10
  - In Revision – Due 10/22/09
    - Student Health Center
      - In Progress – Revised due date 11/30/09
      - New due date for revision 4/24/10

Financial Aid and Child Development Centers are complete with the exception of College Council presentations. Child Development Centers will present in Fall 2010 and Financial Aid will be scheduled with the Director.

March minutes were approved with a wording change.

#### Review of IEC Goals

- Analyze Program Review forms to increase clarity and reduce duplication of information.
  - This goal has not been met and we will probably leave as a goal for 2010-11.
- Offer combination of workshops and individual assistance to departments working on Program Reviews and evaluate effectiveness of aid.
  - A combination of workshops and individual assistance to departments working on Program Reviews has taken place, but effectiveness has not yet been evaluated. This may also remain as a goal until evaluations have been completed.
- Recruit more Classified Staff and Faculty representation to IEC to complete membership.
  - More faculty and staff have been recruited to complete IEC membership, reaching the goal set.

Members were asked to think about possible goals for next year and prepare to discuss at the May meeting.

#### Evaluation form feedback

Co-Chair Ann Morgan brought a form developed to send out to those involved in the Program Review process to evaluate effectiveness of aid from IEC. Discussion about the form took place and changes were advised. Ann will revise and send out to the list serve for further feedback. Co-Chairs intend to place the survey online in order to facilitate completion.

Working Meeting – Tuesday, April 20, 3-4:30 p.m., A-5

#### Discussion of Documents and Appraisals

- Spring and Fall 2009 Program Reviews
  - Discuss for completion of Summary and Budget Implications
    - Social Science – This revised document was reviewed in the March meeting and changes made on the final appraisal document. The final appraisal was approved with minor changes.
    - Academic Development – This revised document was partially reviewed in the March meeting and continued in the working meeting on March 16, 2010. Results of those meetings were included on the final appraisal. The final appraisal was approved with minor changes.
    - English as a Second Language – This revised document was reviewed in the working meeting on March 16, 2010. Results of that meeting were included on the final appraisal. The final appraisal was approved with minor changes.
- Spring 2010 Program Reviews
  - Discuss documents for Recommendations
    - Information Services – Review and discussion of the Program Review document ensued. Commendations and recommendations were made. Co-Chair Diana Kelly asked that any further information be sent by email.
    - Extended Learning – This Program Review document will be discussed at the working meeting on April 20, 2010.

Meeting adjourned at 5:05 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

- May 4, 2010