

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

Attendees: Stephen Eaton, John Hart, 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: Joyce Ester

Call to Order: 3:35 p.m.

#### Process and Priorities

- IEC Changes to committee – status update – Diana Kelly advised that all documents have been to the Academic Senate Executive Board, where they were approved with slight changes, and to the Academic Senate for review. Academic Senate will discuss and vote on approval at the meeting of April 13, 2011. Once approved by Academic Senate, documents will be sent to administration for review.
  - Purpose and Procedures document revision
  - Decision Making Document revision
  - Senate Proposal for Change
- Possible changes to Program Review – Diana Kelly shared information from the Accreditation Steering Committee (ASC). They have proposed a change in the Program Review process as shown on the draft of the document drawn up titled 'Program Review Process (PRP)'. Several members of IEC participate on that committee. The draft has been shown to the Academic Senate as well as College Council for feedback purposes. The new process would turn the unit plans currently completed by all units on campus into an annual program review. The long term process would be an integrated program review covering areas including Basic Skills, General Education/Transfer, CTE, Library and Student Services and Administrative Services. Questions include: How will the process actually work? Who would be responsible for leading each group? How does this process link planning and budget more than the current process? ASC was asked for any examples of these types of integrated program reviews. Ann shared information on a planning process used at Norco, emphasizing the transparency of the process. She has sent that information to ASC.

IEC members may be assisted in determining support in a process by examining the accreditation documents related to Program Review. Diana Kelly will bring information to next meeting.

- Process completion chart – Diana Kelly went over the status of programs in progress (see attached chart). One program is scheduled to present to College Council on 4/15/11 and three scheduled for 5/6/11. Diana will check on an IEC member to represent the committee on those occasions.

#### Procedure and Information

- Training and schedule for Fall 2011 cohort – Business Services, Cooperative Education (?), DSP&S, Enrollment Services, Public Safety (?) and Student Activities – Discussion included a question about training these departments or waiting for the new program review process to begin. Committee members agreed to proceed as usual until a decision is made about the process.
- Program Review Calendar – Nothing for accreditation year 12-13? – Possibility is that Fall 2012 was not scheduled in order to catch up with any program reviews that have not been completed. Spring 2013 may have been left blank in error. It was also noticed that there are not six years between each departmental program review. The calendar needs to be examined with the curriculum calendar and adjusted as needed. Nan Gomez-Heitzeberg volunteered to combine the program review calendar with the curriculum calendar and return to the committee.

#### Approval of March 15, 2011 minutes

- Minutes were approved as is.

Discussion of Program Reviews – The committee discussed the dissemination of program review information. Some members have experienced an overload in email because of the length of attachments. Downloading to public folders in order to allow greater access was discussed and agreement was reached to work on this solution. Diana and Kristin will work on technical aspects of storing this information in the public folders.

- Review for commendations and recommendations
  - Foreign Languages/ASL – Commendations and recommendations were discussed.

- Apprenticeship – Left for next meeting as there are questions about the status of faculty participation in the review.
- Biology – Commendations and recommendations were discussed.

Meetings for 2010-11

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

May 3, 2011

IEC Meeting Dates 2010-2011: 2010: Sep 7, Sep 28, Oct 19, Nov 9, Nov 30 2011: Feb 1, Feb 22, Mar 15, Apr 5, May 3

Program Name	• Chair • Dean • Assistant	1 Notify Program	2 Draft Due	3 Co- chairs Receive Draft	4 Draft Sent to Commit- tee	5 Commit- tee Reviews Draft	6 Draft Appraisal to Program	7 Final Draft Due	8 Co- chairs Receive Final	9 Commit- tee Reviews Final	10 Final Appraisal to Commit- tee	11 Commit- tee Votes on Final Appraisal	12 Final Appraisal to Program	13 College Council Presen- tation
<b>Spring 2009</b>														
Child Development Centers	Gail Summerford Nan Gomez-Heitzeberg	F 2008	2-2009	3-2009	4-2009	4-2009	6-2009	9-2009	10-2009	11-2009	1-2010	2-2010	2-2010	Email 9-12-10 10-3-10 <b>3-21-11</b> Sch 5-6-11
Delano	Richard McCrow Bonnie Suderman	F 2008	2-2009	12-2009 2-2010 3-2010	10-20-10	<b>3-15-11</b>								
English	Pam Boyles <del>Patti Ross</del> Rebecca Flores 10-11-10	F 2008	2-2009	3-2009	4-2009	5-2009	6-2009	9-2009	10-2009	11-2009	12-2009	2-2010	2-2010	3-2010
Financial Aid	Joan Wegner Joyce Coleman	F 2008	11-2008	2-2009	3-2009	4-2009	6-2009	9-2009	10-2009	11-2009	12-2009	2-2010	2-2010	5-2010
Student Health Center	Debra Strong Joyce Coleman	F 2008	2-2009	2-2009	3-2009 9-19-10 4-2010	4-2009 11-9-10	5-2009	10-2009 11-2009						
Social Science	Stephen Smith <del>Patti Ross</del> Stephen Eaton 10-4-10	F 2008	?	?	?	?	?	?	?	?	3-2010	3-2010	4-2010	Email 9-12-10 10-3-10 CC 11-5-10

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<b>Fall 2009</b>														
ACDV	Kimberly Van Horne <del>Patti Ross</del> Rebecca Flores 10-11-10	Sp 2009	9-2009	6-2009	8-2009	9-2009	10-2009	12-2009	12-2009	2-2010	3-2010	3-2010	4-2010	Email 9-12-10 10-3-10 Schd 12-3-10
ENSL	Jeannie Parent <del>Patti Ross</del> Rebecca Flores 10-11-10	Sp 2009	9-2009	9-2009 10-2009	10-2009	11-2009	11-2009	2-2010	2-2010	3-2010	3-2010	3-2010	4-2010	5-2010
HLED	Brent Dameron <del>Jan Stuebbe</del> Dan O'Connor 7-1-10	Sp 2009	9-2009	1-2010 2-2010	4-2010	5-2010	9-22-10	11-15-10	11-1-10	<b>2-22-11</b>	<b>3-15-11</b>	<b>3-15-11</b>	<b>3-31-11</b>	<b>Email 3-31-11 Sch 4-15-11</b>
PHIL	Reggie Williams <del>Patti Ross</del> Stephen Eaton 10-4-10	Sp 2009	9-2009	9-2009	10-2009	11-2009	11-2009	1-2010	5-2010 Email com 9-19-10	9-28-10	10-9-10	10-19-10	11-7-10	Email 11-7-10 11-20-10 <b>3-21-11 Sch 5-6-11</b>
COMS	Bill Moseley Hamid Eydgahi	Sp 2009	9-2009	9-2009	11-2009 3-2010	11-2009 3-2010	1-2010 3-2010	1-2010 4-2010	1-2010 4-2010	3-2010 5-2010	5-2010	5-2010	5-2010	Email 9-12-10 CC 10-1-10



