

Institutional Effectiveness Committee
May 4, 2010
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Nan Gomez-Heitzeberg, Nancy Guidry, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Susan Pinza, Kristin Rabe, Mark Staller, Rachel Vickrey

Absent: Antonio Alfaro, John Hart, Dan O'Connor,

Extended Leave: Patti Ross, Don Scrivner, Celeste Seaton

Call to order 3:35 p.m.

- Fall 2010 Program Reviews – Due 8/6/10
Program Review training scheduled for May 6th, 3-4:30 p.m. Co-Chairs Ann Morgan and Diana Kelly are providing the training.
 - Bookstore
 - Graphics
 - Maintenance & Operations
- Spring 2010 Program Reviews – Due 2/12/10
Co-Chair Diana Kelly will discuss the draft appraisals with these departments.
 - Extended Learning – received/draft appraisal complete
 - Information Services – received/draft appraisal complete
- Fall 2009 Program Reviews – Due 9/22/09
Co-Chair Diana Kelly decided to determine the order of discussion of late Program Reviews in the order they were received by IEC, so Health and PE was selected to discuss at today's meeting.
 - Received without athletics – 1/20/10
 - Health and PE – received revised 2/10
The revision received was not in response to a draft appraisal by the committee, but just to include additions from the department.
 - In Revision – Due 1/22/10
 - Philosophy – Will follow-up again as no word received on an expected completion date.
 - Computer Studies - received
- Spring 2009 Program Reviews
These Program Reviews are ready to be read and discussed when IEC has time in the schedule.
 - Late
 - Delano – receipt 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
 - Received revision 4/25/10
- Approval of April minutes
A change was suggested by Co-Chair Ann Morgan and implemented by Co-Chair Diana Kelly. April minutes were approved as is.

- Presentations for College Council – assistance for May 7th – Co-Chair Diana Kelly cannot attend the May 7th meeting and asked for a representative from IEC. Nan Gomez-Heitzeberg agreed to represent IEC as she attends College Council regularly.
 - Financial Aid – present May 7th
 - Child Development Centers – present in Fall 10
 - Academic Development – May 7th/Fall presentation – The Chair of Academic Development emailed the College President and Academic Senate President to ask for assistance in a presentation for May 7th, but no information is available to IEC, so we are unaware of the status of their presentation. Members suggested that Co-Chair Diana Kelly contact the Chair and suggest Dean Bonnie Suderman as a presenter and also ask about the status of the presentation.
 - ENSL – present May 7th
 - Social Science – present in Fall 10
 - Information Services – Co-Chair Diana Kelly will follow up to make sure he is going to present on May 7th. A final appraisal is not yet complete, so not available to College Council.

- Review of IEC Goals and New Goals for 2010-11

Goal 1: Analyze Program Review forms to increase clarity and reduce duplication of information. Will remain as a goal.

Goal 2: Offer combination of workshops and individual assistance to departments working on Program Reviews and evaluate effectiveness of aid. Recommended addition by members of 'and tailor training based on feedback'.

Goal 3: Recruit more Classified Staff and Faculty representation to IEC to complete membership. This goal has been met, so it will be eliminated.

New Goal: Members also requested regular training of committee members for IEC. Addition of a new goal requested -'Orient committee members to IEC process and obtain feedback from members about processes and support'.

Discussion about Appraisals for Program Reviews being attached to information that is reviewed by College Council and Faculty Chairs and Directors when making decisions about hiring and other issues pertaining to the direction of the college. IEC wants to connect help the college connect planning to decision making in a more concrete manner.

New Goal: New overall goal suggested by Co-Chair Ann Morgan that would include issues in the above discussion: 'Determine what IEC does to help the college achieve sustainable continuous quality improvement in Program Review'. Suggestions were made that orientation/training of IEC members as listed in the new goal above include an ACCJC model of Program Review. A model that shows the process would be helpful to members. This will be the mission of IEC. Members advised that goals be kept at the top of the agenda as a reminder to the committee of their purpose.

- Program Review Training Evaluation

Co-Chair Ann Morgan will be emailing evaluation to Chairs, Directors, Faculty and Classified Staff. Ask those who receive the evaluation to forward to any other staff who participated in the process for response. She will provide information on the responses during the summer.

- Working Meetings

Co-Chair Diana Kelly thanked the committee for agreeing to the extra work meetings in the last few months and the excellent work done to move forward.

- Meeting Dates for 2010-11

Co-Chair Diana Kelly handed out possible meeting dates for 2010-11 and asked for feedback. The members agreed to the meeting dates. Collins Conference Center has been requested as a meeting place, but has not yet been approved.

Discussion of Documents and Appraisals

- Fall 2009 Program Reviews
 - Discuss for completion of Summary and Budget Implications
 - Computer Studies – Discussion of Summary and Budget Implications ensued and the final appraisal document was approved once an email is sent with feedback available.
 - Discuss document for commendations and recommendations
 - Health and PE - 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.

Note: While discussing the Health and PE document, a recommendation was made to expand the instructions for B.3.e. in the document to ask for a discussion of implications of the comparisons to the program.

Meeting adjourned at 5:08 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.

Meetings for 2010-11 – all 3:30 – 5:00 p.m., location TBD – Collins Conference Center requested.

September 7, 2010
September 28, 2010
October 19, 2010
November 9, 2010
November 30, 2010
February 1, 2011
February 22, 2011
March 15, 2011
April 5, 2011
May 3, 2011