

Institutional Effectiveness Committee  
September 28, 2010  
Collins Conference Center  
3:30 – 5:00 p.m.  
Official Minutes

Attendees: Joyce Ester, Nan Gomez-Heitzeberg, Nancy Guidry, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Kim Nickell, Dan O'Connor, Kristin Rabe, Rachel Vickrey

Absent: Antonio Alfaro, John Hart, Mark Staller

Call to order: 3:35 p.m.

Co-Chairs discussed an evaluation of the training for the committee on September 7, 2010. Members will receive a survey by email and are requested to complete and return.

#### Process and Priorities

This is a list generated primarily from the training and ensuing discussions in the September 7, 2010 meeting as well as information received at an accreditation training attended by the Co-Chairs. The list included issues for the Committee to work on throughout the year. The grouped list is found at the end of the minutes. Discussion included the following:

- Integrated Planning – How do we consider human resources, physical resources, technology and financial issues in Program Review?
- Distance and Correspondence Education – Do we need to add questions about this? Need to look at comparisons between face-to-face and online classes in Program Review?

Committee was asked to take the list and review. Determine if items are grouped appropriately and think about prioritizing groups/items. The list will be used as a guide for discussion of process and procedures at IEC meetings to come.

Procedure and Information – Co-Chair Diana Kelly provided committee with a revised version of the Process Completion Chart for Program Reviews with activity since the last meeting bolded for review. Diana will email the three programs that have not responded to the request to present to College Council. Committee requested that names of new Deans be inserted into the chart with corresponding start dates. Program Review Calendar needs to be addressed. Co-Chair Ann Morgan will email IEC with the newest version of the Organizational Chart and Curriculum calendar for the college to assist in this task. Committee agreed that we also need to state how we define Program Review – how programs are determined in this process. That will be added to the priorities list.

- Fall 2010 Program Reviews – Due 8/6/10
  - Bookstore – received
  - Maintenance & Operations – received
  - Graphics – email sent – Laura Lorigo responded and will complete.
  - IRP – notified, due November
  - Work Experience – No individual Program Review needed – Committee agreed that this area needs to be covered in Program Review, but have not determined where they will fall. This will be considered when the committee looks at purposes and procedures.
- Spring 2010 Program Reviews – Revisions due 9/10
  - Extended Learning – not received, sent email follow-up – This Program Review was received September 28, 2010.
  - Information Services – received final
- Fall 2009 Program Reviews
  - ACDV – ready to present to CC
  - HLED – in revision, due 11/15/10
  - PHIL – received final
  - COMS – present to CC 10/1/10
- Spring 2009 Program Reviews
  - Delano – received 3/17/10
  - CHDV Centers – ready to present to CC
  - Social Science – ready to present to CC
  - Student Health Center – received second draft

## Approval of September 7, 2010 minutes

Minutes were approved as is.

## Discussion of Documents and Appraisals

- Discuss for completion of summary and budget implications
  - Philosophy – Discussion of summary and budget implications ensued. Document will be drawn up and returned to committee for a final vote.
  - Information Services – Discussion of summary and budget implications ensued. Document will be drawn up and returned to committee for a final vote.
- Discuss for commendations and recommendations
  - Student Health Center – Will be continued to next meeting.

Committee members agreed to split the review of documents in order to facilitate completion of the process. When assigning members to reviews, care will be taken to include members from both faculty and administration and, where possible, classified staff. All members will read all documents and be prepared to discuss. The members assigned to each program will be prepared to share commendations, recommendations, summary and budget implications. Division of programs was decided as follows:

Delano – John, Nan, Diana, Kristen  
Student Health and Wellness – Ann, Dan, Rachel, Kim  
Bookstore – Rachel, Kim, Ann  
Maintenance & Operations – Joyce, Dan, Mark, Kristen  
Extended Learning – Nancy, Joyce, Kristen

Meeting adjourned at 5:07 p.m.

## Meetings for 2010-11

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

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