

Institutional Effectiveness Committee
September 7, 2010
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

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

Absent: Antonio Alfaro

Approval of May minutes – Minutes of May 4, 2010 were approved with no changes.

Program Review Training - Co-Chairs provided training on Program Review as a process required by accreditation and accountability standards as well as a review of Bakersfield College IEC process, procedures and goals.

The following documents used for this training will be posted in a folder in the IEC public folders titled 'Committee Resources':

- Program Review Presentation 9-10
- ACCJC Program Review Elements
- ACCJC Rubric Evaluating Institutional Effectiveness
- BRIC Inquiry Guide - Program Review
- ASCCC Program Review, Spring 2009

Consideration focused on some of the following issues, highlighted and/or discussed during and after training:

- Share success stories institution-wide
- Coordinate assessment, curriculum and IEC as we all look at outcomes
- Encourage departments to analyze data, not just collect and report
- Emphasize procuring data to show improvement to under-represented groups
- Encourage use of trend data over time
- Qualitative data should be given equal or greater attention
- Consider IEC coordination with the new budget committee to more firmly link to budget processes
- Focus on basic skills students in each program where appropriate
- Consider the committee(s) to which our recommendations are provided and why (FCDC for staffing, new budget committee?) – is it necessary to provide these to Curriculum as stated in our procedures
- Prioritize recommendations more clearly
- Demonstrate tangible changes based on Program Review
- Include more constituent groups in the process – ask all to participate in training, process and evaluation?
- Add evaluation component as last question on documents – consider the best wording for questions – or online evaluation following submission of documents – either way, make it a regular part of process
- Determine whether or not IEC wants to use liaisons and ensure our procedure document reflects our practice
- Update purposes and procedures as needed and resubmit to Academic Senate
- Spend time at each meeting evaluating and discussing process
- Focus on ways to improve our process

- What is the incentive for completing Program Review?
 - What is the program achieving?
 - What is the institution achieving?
- Are program reviews used when discretionary dollars are available, when cuts must be made?
- Is the Educational Master Plan connected to Program Review?
- How is the unit plan connected?
- Do results of the Decision Making Task Force affect process of IEC?
- Should programs make a presentation to IEC?
- How should we prioritize program reviews in progress?
- SGA mentioned addition of a student member – Co-Chair Diana Kelly will follow-up
- State materials suggested some vocational programs include members of their advisory committee(s) in their program review

Co-Chairs prepared a Program Process Chart to help track movement of programs through the process. Committee members were able to determine that several programs had only to present to College Council to complete the Program Review process and asked that programs be allowed to present as soon as possible. Co-Chair Diana Kelly will email programs ready to present to provide that opportunity. Committee members would like the process chart to continue.

Co-Chair Diana Kelly presented the idea of splitting the review of documents among committee members in order to speed up the process. Although all members will read all reviews and will be welcome to provide input, only specific members will prepare commendations, recommendations and budget implications. IEC decided that as there are new IEC members this year, all will read the same documents for the next meeting, providing an opportunity for the committee to work together and ensure use of the same standards and process. We will decide at the next meeting if and how to split review of documents.

Future meetings held 3:30-5:00 p.m. in the Collins Conference Center

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

Meeting adjourned at 5:05 p.m.