

Institutional Effectiveness Committee
Tuesday, September 15, 2009
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Nan Gomez-Heitzeberg, John Hart (proofreader), Diana Kelly (Co-chair), Mildred Lovato, Dan O'Connor, Ann Morgan (Co-chair), Susan Pinza, Patti Ross, Rachel Vickrey

Absent: Kathy Hairfield

Recorder: Angela Craft

Call to Order: The meeting was called to order at 3:36 p.m.

Review of May Minutes: Members approved with corrections to reflect attendance format, and removal of names of those no longer on the committee.

Goals for IEC 2009-2010

- To be discussed in next meeting

Reviewed Final Recommendations for the Fall 2008 cohort:

- Behavioral Science – completed and will arrange presentations for College Council
- EOP&S/CARE/CalWORKS – completed and will arrange presentations for College Council
- Media Services – completed and will arrange presentations for College Council
- FACE – completed and will arrange presentations for College Council
- Mathematics – Needs completion of summary and budget implications, then approval at next meeting. Co-chair, Diana Kelly, will meet with representatives of the Mathematics Department to update information.

Spring 2009 Program Reviews: Late

- Delano – in progress
- Institutional Development, Foundation & Alumni (awaiting further information from the College President.)
- Maintenance & Operations – will be due in spring 2010 as advised by the College President and agreed on by IEC.

Spring 2009 Program Reviews: In Revision – Due October 22, 2009

- English
- Child Development
- Financial Aid
- Student Health Center
- Social Science

Fall 2009 Program Reviews: Due September 22, 2009

- Academic Development
- Computer Studies (alone)
- Health and PE
- Philosophy
- ESL

Program and Curriculum Review Process: Diana and Ann

- Change of Calendar (handout) – In order to enable instructional areas to complete the bulk of their document during the academic year and to enable student services and administrative services time to complete their document during the summer, beginning in Fall 2010 the calendar will change to reflect due dates for instructional programs in spring semester and due dates for student and administrative services in the fall. Beginning in fall 2010, for instructional units, the program and curriculum review schedules will align with curriculum review preceding program review by one year. Co-Chair, Ann Morgan, has updated the calendar and worked with the curriculum coordinator to align the instructional schedules.
- Workshop Survey – Individual /Workshops - After discussion of feedback received from Chairs, Deans and Directors, IEC will try a combination of workshops and individual assistance for program reviews. Co-Chairs Ann Morgan and Diana Kelly will set up a schedule and notify Vice-Presidents, Chairs, Deans and Directors for programs due in spring 2010.
- Process Chart (handout) – Ann explained how the Process Chart would be used to help keep track of the different steps and procedures of Program Review. Members discussed and provided recommendations to the appraisal and editing procedures. Process chart to be revisited.
- Limit to one revision - In order to expedite and streamline the process, IEC agreed that revisions will be limited to one after receiving the initial draft of the Program Review. The final appraisal form will be revisited.
- Volunteer to look at completed Program Reviews for areas of duplication – Diana asked members to volunteer to look for areas of duplication to see they are the same in several Program Reviews and then find out what it is about those questions that's causing them to be answered the same way. No volunteers available at this time. Will revisit at a later date.

Program Review Forms: Diana

- Appendix B (handout) - Will eliminate the last 13 columns of Appendix B which duplicates information in the curriculum review to make this form more manageable.
- Add dates to primary forms - Diana explained to members how she'd like to add two dates to the form. Dates for IEC use only will be added to Program Review forms that will be filled in when received by IEC for the draft and revised copies. These dates will let members know the status of the form.

Future Meetings – all 3:30 – 5:00 p.m. in Collins Conference Center

- October 6, 2009
- November 3, 2009
- December 1, 2009
- February 2, 2010
- March 2, 2010
- April 13, 2010
- May 4, 2010

Meeting Adjourned at 5:00 p.m.

Institutional Effectiveness Committee
Tuesday, October 6, 2009
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Nan Gomez-Heitzeberg, John Hart, Diana Kelly (Co-chair), Mildred Lovato, Dan O'Connor, Ann Morgan (Co-chair), Susan Pinza, Patti Ross, Celeste Seaton, Rachel Vickrey

Absent: Kathy Hairfield

Guest: Joyce Coleman, Dean of Students

Recorder: Angela Craft

Call to Order: The meeting was called to order at 3:30 p.m.

Introduction of Members:

- Members introduced themselves to new Dean of Students Joyce Coleman, and new IEC member, Celeste Seaton.

Approval of September Minutes:

- Members approved with corrections of two typing errors.

Program Review Presentations and Appraisals to College Council:

- Diana reported that the committee has been directed to provide final Program Reviews and Appraisals to College Council. Diana will meet with Ann and the President to discuss what should be covered in the department presentations, and appraisals. Also, not on the agenda, Diana sent out tips on examining Program Review documents and asked if they were helpful to the committee. She asked that all ideas, suggestions or changes be sent to her.

Discussion of Possible Goals for IEC 2009-2010:

- Analyze Program Review forms to increase clarity and reduce duplication of information.

Diana explained that goals should be measurable and the committee able to see progress at year end. Ann would like to see assessment and alignment of the Unit Plan template included in the completion of this goal which would fall in the line with reducing duplication of information. She will send a copy of the template to the committee. Rachel advised that the Decision Making Task Force will be making recommendations to committees that might factor in with our direction, focus and priorities. At this time, there is no plan to change the basic format of Program Review forms. The goal includes analyzing the current forms in the pursuit of on-going quality improvement.

- Offer combination of workshops and individual assistance to departments working on Program Reviews and evaluate effectiveness of aid.
- Increase Classified and Faculty representation on IEC – Diana reported that two classified staff have volunteered to be on the committee. Committee membership needs to be balanced among representative groups and work toward meeting guidelines set forth in the procedural document for IEC. Members agreed to the following goal: Recruit more classified staff and faculty to IEC to complete membership.

Members approved goals.

Spring 2009 Program Reviews:

- Late

Delano – Is in progress. Received an email from Delano Director who advised they are working on their Program Review with the goal of completing by the end of the month.

Institutional Development, Foundation & Alumni (awaiting further information from College President) –There is some confusion about this group's status and whether or not they are required to complete Program Review. College President has been advised and we are awaiting a decision. Foundation completed a Unit Plan during their first year. Ann reported that all instructional and non-instructional areas are required to complete Program Reviews. Administrative services are considered non-instructional services. Further discussion about instructional, non-instructional and auxiliary programs ensued. Ann was asked to review Educational Master Plans from other colleges that have recently completed accreditation to find out how they handled areas like the Foundation.

- In Revision – Due October 22, 2009:
 - English
 - Child Development Centers
 - Financial Aid
 - Student Health Center – Didn't respond to Diana's email. Diana will send email, draft and feedback to Dean of Students and Vice President of Student Services.
 - Social Science – Original due date was fall 2008.

Diana will send out a follow-up email to all programs due for revision.

Review and approve – Final Recommendations (Fall 2008):

- Mathematics – Members were given handout of revised draft. Commendations remain the same. Diana went over the old recommendations and updated everyone on the revisions she made to draft. Summary and budget implications were revised based on her discussion with the Chair, who approved the document. Members reviewed and approved the document. Questions and discussion about measuring success ensued. The Program Review document was devised using the self-study model and includes Program Level Outcomes intended to measure success. A question was raised about whether or not departments are accountable for recommendations made by the committee. Program Reviews and final appraisals will go to College Council, providing a venue for recommendations, discussion and feedback to college community and College President. There was further discussion about the assessment cycle, how we use resources and measuring how effectively resources are used. The current Program Review process addresses previous recommendations and progress made.

Fall 2009 Program Reviews – Due September 22, 2009:

- Late

Health and PE - Still don't have but they are working on it. Hope to have for next meeting.

- Review

Academic Development – Members discussed their questions and comments to sections of draft and made recommendations on where to make revisions. A due date for revision will be set in late November.

ESL – To be addressed in next meeting

Philosophy – To be addressed in next meeting

Computer Studies (alone) – Received Monday, October 5. To be addressed in next meeting. Diana will email draft.

Meeting adjourned at 5:00 p.m.

Future Meetings held 3:30 – 5:00 p.m. in the Collins Conference Center.

- November 3, 2009
- December 1, 2009
- February 2, 2010
- March 2, 2010
- April 13, 2010
- May 4, 2010

Institutional Effectiveness Committee
Tuesday, October 6, 2009
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Nan Gomez-Heitzeberg, John Hart, Diana Kelly (Co-chair), Dan O'Connor, Ann Morgan (Co-chair), Susan Pinza, Celeste Seaton, Rachel Vickrey

Absent: Kathy Hairfield, Mildred Lovato, Patti Ross

Recorder: Angela Craft

Call to Order: The meeting was called to order at 3:30 p.m.

Approval of October Minutes - Members approved minutes as written.

- Program Review Presentations and Appraisals to College Council
 - Group presentation tips – Diana reported that she and Ann met with the President and they talked about what he wants in a presentation for Program Reviews to College Council. A tip sheet will be completed for approval by the President and use by departments.
 - IEC representation during presentations – The College President requested IEC representation during presentations for questions on the process, recommendations, summary and/or budget implications. Diana plans to be present and will ask for alternate IEC member to attend if necessary.
- Spring 2009 Program Reviews
 - Late
 - Delano – Diana reported that hasn't heard anything from Delano and will follow up. This was expected by the end of the month.
 - Institutional Development, Foundation & Alumni (awaiting further information from College President) – The College President indicated that this group will probably complete Program Review, but needs to discuss further with those in the department. He will follow up and let us know.
 - In Revision – Due October 22, 2009
 - Diana reported that she has the following Program Reviews and that the committee would get them before the next meeting.
 - English
 - Child Development Centers
 - Financial Aid

- Social Science
- In Progress
 - Student Health Center – Diana reported that she met with RN Debra Strong on Monday, November 2 and went over all of IEC's recommendations. After discussion, the department appears to be clear on direction for revision. Since they hadn't started the process, Diana gave her the due date towards the end of this month so she should have it in time for the next meeting. Diana also reported that she sent copies of the Program Review, Appendix, and Appraisal to Debra Strong, Dean Joyce Coleman, and Vice President Mildred Lovato as requested.
- Fall 2009 Program Reviews – Due September 22, 2009
 - Late
 - Health and PE – Diana has not heard anything yet and will follow up.
 - In Revision
 - Academic Development – Already working on their revisions.

Review and Recommendations

- Program Reviews
 - ESL – Department updated Program Review since first submitted. Members reviewed and discussed the commendations, and made recommendations to the draft.
 - Philosophy – Diana reported that the chair wanted the committee to know that the document was draft in nature. Members reviewed and discussed the commendations and made recommendations to the draft.
 - Computer Studies – Members reviewed and discussed the commendations and made recommendations to the draft.

Members were asked to email any addition comments to Diana.

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 held 3:30 – 5:00 p.m. in the Collins Conference Center.

- December 1, 2009
- February 2, 2010
- March 2, 2010
- April 13, 2010
- May 4, 2010

Meeting adjourned at 5:00 p.m.

Institutional Effectiveness Committee
Tuesday, December 1, 2009
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Nan Gomez-Heitzeberg, John Hart, Diana Kelly (Co-chair), Mildred Lovato, Rachel Vickrey

Absences: Ann Morgan (Co-chair), Dan O'Connor, Susan Pinza, Patti Ross, Celeste Seaton

Recorder: Angela Craft

Call to Order: The meeting was called to order at 3:30 p.m. A quorum was not established, so minutes were not approved, nor were there any voting items considered.

Procedure and Information

- Approval of October minutes
 - Minutes will be approved at the February meeting.
- Scheduled Program Review Presentations and Appraisals to College Council
 - 12/4/09 – EOP&S, Mathematics, Media Services are scheduled to present.
 - 2/5/10 – Behavioral Science, FACE are scheduled to present.
- Spring 2010 Program Reviews
 - Notification by email provided to:
 - Maintenance & Operations
 - Extended Learning
 - Information Services
 - Bookstore
 - Graphics
 - Advice was suggested to ask Co-Chair Ann Morgan to follow-up with those areas headed by Lamont to determine whether or not he thinks he may complete three program reviews in Spring 2010. Co-Chair Diana Kelly has communicated with Extended Learning and they are starting the process.
 - Due 2/12/10
 - Workshop offered 12/8/09, 3:00 – 4:30, Location A-5
- Fall 2009 Program Reviews – Due 9/22/09
 - Late
 - Health and PE – Co-Chair Diana Kelly met with Department Chair of this area to answer questions and further work on their Program Review. Per this discussion, questions arose about having Health and PE complete Program Review with Athletics.
 - Discussion about Athletics – Discussion ensued about the separation of the two on the organizational chart of the college. Committee determined the areas should continue to complete a shared Program Review for the following reasons:
 - Faculty have a shared load.
 - Health and PE share completion of a Unit Plan with Athletics.
 - Instructional classes exist specifically for competitive athletes.
 - Other areas share Instructional and Administrative or Instructional and Student Services areas in a single Program Review.
 - Further evaluation may occur when Program Review is received.

- In Revision – Due 1/22/10
 - Academic Development
 - ESL
 - Philosophy
 - Computer Studies
- Spring 2009 Program Reviews
 - Late
 - Delano – In progress
 - Delano finished a document that was not within the Program Review form and did not reference questions asked on that form. Some questions did not appear at first read to be discussed. Co-Chair Diana Kelly asked that the document be completed and either put in the form required or that areas be numbered to correspond with the document in order to provide tools needed by IEC to evaluate and respond to the document.
 - Institutional Development, Foundation & Alumni (awaiting further information from College President) – Will ask Co-Chair Ann Morgan to follow up with the President.
 - In Revision – Due 10/22/09
 - In Progress – Revised due date 11/30/09
 - Student Health Center – Have not heard from them, so Co-Chair Diana Kelly will follow up with Center.

Discussion of Final Documents and Appraisals

IEC agreed to begin work on these regardless of lack of a quorum at this meeting and prepare documents for discussion and voting either by email or at the February meeting. Co-Chair Diana Kelly lined through recommendations considered met, wrote deleted or changed by recommendations that met those criteria and left them alone if recommendations were not considered met. New information in the Program Review documents was bolded for ease of location and reading by committee. IEC will note items missing or recommendations not completed in final document since the committee is now asking for only one revision.

- Spring 2009 Program Reviews - Discussion for completion of Summary and Budget Implications ensued. English and Child Development Centers were considered during the time remaining.
 - English
 - Child Development Centers
 - Financial Aid
 - Social Science

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

- February 2, 2010
- March 2, 2010
- April 13, 2010
- May 4, 2010

Institutional Effectiveness Committee
March 2, 2010
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Nan Gomez-Heitzeberg, Nancy Guidry, John Hart, Diana Kelly (Co-Chair), Dan O'Connor, Susan Pinza, Rachel Vickrey

Absent: Ann Morgan (Co-Chair), Celeste Seaton

Guest: Kristin Rabe

Not considered for quorum due to extended leave: Mildred Lovato, Patti Ross, Don Scrivner

Call to order 3:35 p.m.

Co-Chair Diana Kelly advised that Kathy Hairfield has voluntarily resigned as a voting member due to a conflict in schedule that makes it impossible for her to attend meetings. Academic Senate has been notified.

Co-Chair Diana Kelly requested an addition to the agenda following approval of minutes of a discussion of college council presentations for English and the Child Development Centers.

- Spring 2010 Program Reviews – Due 2/12/10
 - Extended Learning – received
 - Information Services – received
 - Bookstore
 - Graphics
 - Maintenance & Operations

Discussion about rescheduling due date for Bookstore, Graphics and Maintenance & Operations. The committee is overwhelmed with both new and revised Program Reviews at this time, so all agreed to reschedule the due date. The Co-Chairs will discuss and inform LaMont Schiers.

- 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 – Co-Chair Diana Kelly emailed Department Chair Reggie Williams, received a response and is expecting the revised copy at any time.
 - Computer Studies – received – Co-Chair Diana Kelly will review, cross out or notate recommendations, highlight additions and send out to the committee.
 - Spring 2009 Program Reviews
 - Late
 - Delano – received in wrong format – sent back
 - Received again 2/1/10 – combined format
- Co-Chair Diana Kelly explained the combined format received from Delano. Some questions were answered on the Program Review form and some stated 'see attached' and referred to an attached report. After reviewing the format, Diana advised the Director of Delano that IEC will accept the combined format with the condition that where the form states 'see attached', a page number for the attached report be provided and the information specified be highlighted or underlined. IEC members asked that a hyperlink be provided as well if possible. Diana will request.
- Foundation – Co-Chair Ann Morgan discussed this with President Chamberlain and was advised that a Program Review will not be required for this area. Co-Chair Ann Morgan will remove from the Program Review calendar.

- In Revision – Due 10/22/09
 - In Progress – Revised due date 11/30/09
 - Student Health Center – Dean Joyce Coleman has been discussing with Co-Chair Diana Kelly and indicated it should be available the beginning of March. The document has not yet been received.
- February minutes were approved with no changes.
- Discussion about College Council presentations for English and the Child Development Centers involved a request for someone other than Co-Chair Diana Kelly to attend for IEC on March 19, 2010. Members will contact Diana if available. Presentations have been longer than expected at College Council. Discussion included a change to the 'Tips' document to request no PowerPoint presentations. Members also suggested creating a visual cue to assist departments in keeping to the ten minute time frame. Diana will send the revised 'Tips' document to members for suggestions.
- Discussion of additional meetings for IEC took place. Since the last calendar was created for Program Reviews in 2006, only a few Program Reviews have been added. However, in the last two years, the committee has met one or two meetings less per year. As a result, we have documents received in January that the committee still has not yet reviewed. Suggestion was made to add one or two additional work meetings to the end of the current semester. Co-Chair Diana Kelly will send out possible meeting dates. Members also agreed to additional meetings for next year.

Discussion of Final Documents and Appraisals

- Spring and Fall 2009 Program Reviews
 - Discuss for completion of Summary and Budget Implications
 - Financial Aid – This revised document was reviewed in the February meeting and changes made on the final appraisal document. The committee asked Co-Chair Diana Kelly to discuss current needs with the Financial Aid Director. This was completed and additions made to the final appraisal document accordingly. With the removal of directions and minor changes, the final appraisal was approved.
 - Discuss revised documents for Recommendations, Summary and Budget Implications
 - Social Science – Review and discussion of final document ensued and budget implications recommended. Co-Chair Diana Kelly will complete the final appraisal and bring to committee for approval.
 - Academic Development – Review and discussion of final document ensued and a request made that a verbal recommendation be made to the department to notate the years used in comparison data. Budget implications and summary will be addressed at the working meeting and returned to the committee for approval.
 - English as a Second Language – Will address at the working meeting and information returned to the committee for approval.

Meeting adjourned at 5:10 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

- April 13, 2010
- May 4, 2010

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 6th 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

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

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.

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

**Committee Suggestions for IEC Priorities at Committee Training
September 7, 2010**

Task	Status
<p>1. Committee Focus</p> <ul style="list-style-type: none"> • SGA mentioned addition of a student member – Co-Chair Diana Kelly followed up with email to SGA President, Lisa English • Spend time at each meeting evaluating and discussing process • Focus on ways to improve our process • How should we prioritize program reviews in progress? 	✓
<p>2. Committee Process/Procedures</p> <ul style="list-style-type: none"> • Update purposes and procedures as needed and resubmit to Academic Senate and Administrative Council: <ul style="list-style-type: none"> ○ Complete Senate Proposal Change for committees to amend process and procedures and change name? ○ Determine whether or not IEC wants to use liaisons and ensure our procedure document reflects our practice ○ 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 ○ Define Program Review – Organizational structures and service areas? ○ President response to Programs? ○ Ensure accreditation is part of committee charge • Consider programs on the schedule – additions or subtractions (i.e. Work Experience)? Revise PR calendar. Include Athletics. • CurricUNET • If curriculum review was not completed, what happens to PR? 	
<p>3. Program Review Results</p> <ul style="list-style-type: none"> • Prioritize recommendations more clearly • Demonstrate tangible changes based on Program Review • Share success stories institution-wide • What is the incentive for completing Program Review? <ul style="list-style-type: none"> ○ What is the program achieving? ○ What is the institution achieving? 	
<p>4. Integration of Program Review with Other Planning Processes & Decision Making</p> <ul style="list-style-type: none"> • Coordinate assessment, curriculum and IEC as we all look at outcomes • Consider IEC coordination with the new budget committee to more firmly link to budget processes • 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? 	
<p>5. Program Process During Program Review</p> <ul style="list-style-type: none"> • Include more constituent groups in the process – ask all to participate in training, process and evaluation? • State materials suggested some vocational programs include members of their advisory committee(s) in their program review 	

Task	Status
<p>6. Program Review Form / Data</p> <ul style="list-style-type: none"> • Look at duplication in our forms as we review • 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 • Focus on basic skills students in each program where appropriate • 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? • Accreditation Standard III: Resources <ul style="list-style-type: none"> ○ Integrates _____ planning with institutional planning (driven by educational planning) <ul style="list-style-type: none"> ▪ Human Resources ▪ Physical Resources ▪ Technology ▪ Financial • Distance Education and Correspondence Education – Accreditation looking at all aspects – Do we need more information in PR? <ul style="list-style-type: none"> ○ Student access <ul style="list-style-type: none"> ▪ Admission, orientation, registration, counseling/advising, financial aid ▪ Tutoring, library and learning support ▪ Graduation applications, transcript requests, student survey collection and analysis ○ Align with District/College/Program mission ○ Student achievement data in DE/CE courses compared to face-to-face ○ Analyze achievement data and use to plan and implement improvements • Replace Appendix A with program level assessment form in use by assessment? 	

Institutional Effectiveness Committee
October 19, 2010
Collins Conference Center
3:30 – 5:00 p.m.
Unofficial Minutes

Attendees: Stephen Eaton, Rebecca Flores, Nancy Guidry, John Hart, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Kim Nickell, Dan O'Connor, Kristin Rabe, Don Scrivner, Rachel Vickrey

Absent: Joyce Ester, Nan Gomez-Heitzeberg

Call to order: 3:33 p.m.

Process and Priorities

The Academic Senate President has asked all committees to look at their role, procedures and processes. Therefore, on our task list for ongoing concerns, the group of items titled 'Committee Process/Procedures' has been moved to the top in order to set it as the current priority (see list attached to minutes).

Discussion ensued about the name of IEC. Members agree that IEC does not reflect the role of the committee and discussed a name change to 'Program Review Committee'.

While discussing the role of the committee and our work toward further integrating planning and budget, the committee discussed the formation of the Budget Committee. Co-Chair Diana Kelly made a request to Academic Senate Executive Board that a member of IEC be one of the faculty assigned to that committee. This suggestion will be included in the discussion of the October 20, 2010 meeting of the Academic Senate.

Members agreed to include a name change in the proposal to the Academic Senate and Administrative Council. The committee will vote on that document before it goes forward.

Discussed incorporation of accreditation when reviewing the charge of IEC.

Co-Chair Diana Kelly advised that Mark Staller resigned from IEC.

Procedure and Information

- Fall 2010 Program Reviews – Due 8/6/10
 - Bookstore – received
 - Maintenance & Operations – received
 - Graphics – email sent
 - IRP – notified, due November
 - Work Experience – will discuss as part of process/procedures for IEC
- Spring 2010 Program Reviews – Revisions due 9/10
 - Extended Learning – received final
 - Information Services – received final
- Fall 2009 Program Reviews
 - ACDV – ready to present to CC, scheduled 12/3/10
 - HLED – in revision, due 11/15/10
 - PHIL – received final
- Spring 2009 Program Reviews
 - Delano – received 3/17/10
 - CHDV Centers – ready to present to CC, scheduled 12/3/10
 - Social Science – ready to present to CC, scheduled 11/5/10
 - Student Health Center – received second draft

Approval of September 28, 2010 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

- Vote on final appraisal

Committee discussed prioritizing budget implications. Decision was made to determine first where recommendations from IEC will be presented (Budget Committee, College Council, FCDC, etc.) and what information is required to assist with planning prior to making that decision. For the present, the committee will continue to take the lead from priorities in the Program Review document.

- Philosophy – Approved as is based on agreement from the College Vice Presidents.
- Information Services - Approved as is based on agreement from the College Vice Presidents.
- Discuss for completion of summary and budget implications
 - Extended Learning – Discussion of summary and budget implications ensued. Final appraisal document will be drawn up and returned to the committee for vote.
- Discuss for commendations and recommendations
 - Bookstore – Commendations and recommendations were discussed. Members will email any further information.
 - M&O – Was not discussed and will be addressed at a future meeting.

While discussing the above Program Reviews, questions arose about better training for departments and whether or not a mentoring program might be effective for those completing documents. Also, discussed reinstating liaisons, which had been discontinued due to a lack of effectiveness, with IEC members. Committee may need to reexamine.

Meeting adjourned at 5:02 p.m.

Meetings for 2010-11

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

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

IEC Ongoing Considerations and Priorities

Task	Status
<p>1. Committee Process/Procedures</p> <ul style="list-style-type: none"> • Update purposes and procedures as needed and resubmit to Academic Senate and Administrative Council: <ul style="list-style-type: none"> ○ Complete Senate Proposal Change for committees to amend process and procedures. Members agreed on a name change, possibly to 'Program Review Committee'. ○ Determine whether or not IEC wants to use liaisons and ensure our procedure document reflects our practice ○ Ensure accreditation is part of committee charge ○ 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 ○ Define Program Review – Organizational structures and service areas? ○ President response to Programs? • Consider programs on the schedule – additions or subtractions (i.e. Work Experience)? Revise PR calendar. Include Athletics. • CurricUNET • If curriculum review was not completed, what happens to PR? 	
<p>2. Committee Focus</p> <ul style="list-style-type: none"> • SGA mentioned addition of a student member – Co-Chair Diana Kelly followed up with email to SGA President, Lisa English • Spend time at each meeting evaluating and discussing process • Focus on ways to improve our process • How should we prioritize program reviews in progress? 	✓
<p>3. Program Review Results</p> <ul style="list-style-type: none"> • Prioritize recommendations more clearly • Demonstrate tangible changes based on Program Review • Share success stories institution-wide • What is the incentive for completing Program Review? <ul style="list-style-type: none"> ○ What is the program achieving? ○ What is the institution achieving? 	
<p>4. Integration of Program Review with Other Planning Processes & Decision Making</p> <ul style="list-style-type: none"> • Coordinate assessment, curriculum and IEC as we all look at outcomes • Consider IEC coordination with the new budget committee to more firmly link to budget processes • 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? 	

5. Program Process During Program Review

- Include more constituent groups in the process – ask all to participate in training, process and evaluation?
- State materials suggested some vocational programs include members of their advisory committee(s) in their program review

6. Program Review Form / Data

- Look at duplication in our forms as we review
- 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
- Focus on basic skills students in each program where appropriate
- 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?
- Accreditation Standard III: Resources
 - Integrates _____ planning with institutional planning (driven by educational planning)
 - Human Resources
 - Physical Resources
 - Technology
 - Financial
- Distance Education and Correspondence Education – Accreditation looking at all aspects – Do we need more information in PR?
 - Student access
 - Admission, orientation, registration, counseling/advising, financial aid
 - Tutoring, library and learning support
 - Graduation applications, transcript requests, student survey collection and analysis
 - Align with District/College/Program mission
 - Student achievement data in DE/CE courses compared to face-to-face
 - Analyze achievement data and use to plan and implement improvements
- Replace Appendix A with program level assessment form in use by assessment?

Institutional Effectiveness Committee
November 9, 2010
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

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

Absent: Stephen Eaton, Nan Gomez-Heitzeberg

Call to order: 3:30 p.m.

Process and Priorities

Began discussion of the meaning of 'program' in Program Review. There are questions about unit plans as well and decision was made to make sure Nan Gomez-Heitzeberg is part of the discussion.

Moved on to discussion of liaisons in the committee. Co-Chairs are offering a training to programs due in Spring 2011 on December 3rd, following College Council, at 10:35 a.m. Would like to see members participate in the training process. Members do not all feel confident in their knowledge of a complete Program Review. An idea was presented that certain members be responsible to serve as liaison for a particular section of the Program Review. For example, Kristin Rabe is available for technology questions, Ann Morgan is available for data information. Liaisons don't necessarily need to have all answers, but know where to direct programs for information. Members need to be a proactive part of talking about program review, training and discussing results among campus constituencies.

During discussion, questions arose about relationships with other committees including Accreditation Steering, Assessment and Curriculum. Co-Chair Diana Kelly advised that a meeting of co-chairs of committees in question will tentatively occur December 3rd. We will make steps to coordinate efforts at that meeting. Also, Accreditation Steering has offered to help IEC look at Unit Plans and Program Reviews to ensure the documents work toward a unified goal.

Procedure and Information

See attached Process Completion Chart – discussed current progress.

College Council presentation on 11/5/10 – Shared with the members that in order to speed up the process of Program Review, IEC requires only one rewrite of the document and is splitting reading among members.

Offered Information Services an opportunity to make another presentation to College Council since when they presented in May, our budget implications were not available. They will advise if they want to be on the schedule.

Institutional Research and Planning is on the completion chart for Fall 2010. However, the coordinator has moved to a new district position, they have no administrative support or student workers, and have some priority projects due. They are requesting an extension of their due date for Program Review. Committee members agreed to reschedule IRP to be due March 2011.

Approval of October 19, 2010 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

- Vote on final appraisal
 - Extended Learning – Approved with modifications based on agreement by the College vice presidents.

- Discuss for commendations and recommendations
 - Student Health Center – Commendations and recommendations were discussed.
 - Maintenance & Operations – Commendations and recommendations were discussed. Members will email any further information.

- Discuss for completion of summary and budget implications
 - HLED – Will be moved to the next meeting. Members volunteered to comment on this document – Nancy, Don, Rachel

Meeting adjourned at 5:00 p.m.

Meetings for 2010-11

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

November 30, 2010

February 1, 2011

February 22, 2011

March 15, 2011

April 5, 2011

May 3, 2011

IEC Ongoing Considerations and Priorities

Task	Status
<p>1. Committee Process/Procedures</p> <ul style="list-style-type: none"> • Update purposes and procedures as needed and resubmit to Academic Senate and Administrative Council: <ul style="list-style-type: none"> ○ Complete Senate Proposal Change for committees to amend process and procedures. Members agreed on a name change, possibly to 'Program Review Committee'. ○ Determine whether or not IEC wants to use liaisons and ensure our procedure document reflects our practice ○ Ensure accreditation is part of committee charge ○ 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 ○ Define Program Review – Organizational structures and service areas? ○ President response to Programs? • Consider programs on the schedule – additions or subtractions (i.e. Work Experience)? Revise PR calendar. Include Athletics. • CurricUNET • If curriculum review was not completed, what happens to PR? 	
<p>2. Committee Focus</p> <ul style="list-style-type: none"> • SGA mentioned addition of a student member – Co-Chair Diana Kelly followed up with email to SGA President, Lisa English • Spend time at each meeting evaluating and discussing process • Focus on ways to improve our process • How should we prioritize program reviews in progress? 	✓
<p>3. Program Review Results</p> <ul style="list-style-type: none"> • Prioritize recommendations more clearly • Demonstrate tangible changes based on Program Review • Share success stories institution-wide • What is the incentive for completing Program Review? <ul style="list-style-type: none"> ○ What is the program achieving? ○ What is the institution achieving? 	
<p>4. Integration of Program Review with Other Planning Processes & Decision Making</p> <ul style="list-style-type: none"> • Coordinate assessment, curriculum and IEC as we all look at outcomes • Consider IEC coordination with the new budget committee to more firmly link to budget processes • 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? 	

<p>5. Program Process During Program Review</p> <ul style="list-style-type: none"> • Include more constituent groups in the process – ask all to participate in training, process and evaluation? • State materials suggested some vocational programs include members of their advisory committee(s) in their program review 	
<p>6. Program Review Form / Data</p> <ul style="list-style-type: none"> • Look at duplication in our forms as we review • 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 • Focus on basic skills students in each program where appropriate • 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? • Accreditation Standard III: Resources <ul style="list-style-type: none"> ○ Integrates _____ planning with institutional planning (driven by educational planning) <ul style="list-style-type: none"> ▪ Human Resources ▪ Physical Resources ▪ Technology ▪ Financial • Distance Education and Correspondence Education – Accreditation looking at all aspects – Do we need more information in PR? <ul style="list-style-type: none"> ○ Student access <ul style="list-style-type: none"> ▪ Admission, orientation, registration, counseling/advising, financial aid ▪ Tutoring, library and learning support ▪ Graduation applications, transcript requests, student survey collection and analysis ○ Align with District/College/Program mission ○ Student achievement data in DE/CE courses compared to face-to-face ○ Analyze achievement data and use to plan and implement improvements • Replace Appendix A with program level assessment form in use by assessment? 	

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 Reveiws Final	10 Final Appraisal to Commit- tee	11 Commit- tee Votes on Final Appraisal	12 Final Appraisal to Program	13 College Council Presenta- tion
Spring 2009														
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 Schd 12-3-10
Delano	Richard McCrow Bonnie Suderman	F 2008	2-2009	12-2009 2-2010 3-2010	10-20-10									
English	Pam Boyles Patti Ross 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	4-2009	5-2009	10-2009 11-2009 4-2010						
Social Science	Stephen Smith Patti Ross Stephen Eaton 10-4-10	F 2008	?	?	?	?	?	?	?	?	3-2010	3-2010	4-2010	Email 9-12-10 10-3-10 CC 11-5-10

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 Reveiw Final	10 Final Appraisal to Commit- tee	11 Commit- tee Votes on Final Appraisal	12 Final Appraisal to Program	13 College Council Presenta- tion
Fall 2009														
ACDV	Kimberly Van Horne Patti Ross 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 Patti Ross 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 Jan Stuebbe 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					
PHIL	Reggie Williams Patti Ross 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
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

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

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

Absent: Don Scrivner

Call to order: 3:37 p.m.

Process and Priorities

Co-Chair Diana Kelly is revising the IEC charge document to bring to the committee to give a starting place for discussion.

Began with definition of a program for program review. Moved from departmental to operational some time ago creating groups of some disciplines. Some outlying areas like work experience and apprenticeship don't easily fit into 'programs'. Career and Technical Education (CTE) has several instructional and service areas under their umbrella. Medical Terminology and EMT are also outlying.

May need to also consider programs coordinated from the district.

Some of the factors to consider in determining the definition of a program for IEC may include:

- Curriculum Review
- Unit Plan
- Organizational Chart
- Budgetary and/or organizational factors
- Which students are taking and why

Need to discuss this decision with FCDC. Take into consideration that a faculty chair has reassigned time based on the people assigned to them.

VP Nan Gomez-Heitzeberg will get together a list of outlying areas. Will bring together that list as well as lists of those responsible for curriculum review and unit plans so we may consider where the area is budgeted, who's responsible and who is instructing classes.

Procedure and Information

See attached Process Completion Chart – discussed current progress.

Discussed Apprenticeship area due Spring 2011 and whether that will still go forward. For now, Kathy Melson is attending the training on Dec 3rd for that area.

Academic Development will present to College Council Dec 3rd. Child Development Centers was scheduled and they cancelled. They will reschedule.

Program Review training for the Spring 2011 cohort will take place Dec 3rd, 10:35–12:00 in A-5. All departments will be represented.

Information Services will not present again following the completion of their final appraisal.

Approval of November 9, 2010 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

- Review commendations and recommendations
 - Maintenance and Operations – Returned because IEC commendations do not seem to align with the document and our recommendations. Commendations and recommendations were reviewed and discussed further. Alterations approved by committee.
- Discuss for completion of summary and budget implications
 - HLED – Discussion of summary and budget implications ensued. Final appraisal document will be drawn up and returned to the committee for vote.
- Discuss for commendations and recommendations
 - Delano – Was not discussed and will be addressed at a future meeting.

Meeting adjourned at 5:04 p.m.

Meetings for 2010-11

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

February 1, 2011

February 22, 2011

March 15, 2011

April 5, 2011

May 3, 2011

IEC Ongoing Considerations and Priorities

Task	Status
<p>1. Committee Process/Procedures</p> <ul style="list-style-type: none"> • Update purposes and procedures as needed and resubmit to Academic Senate and Administrative Council: <ul style="list-style-type: none"> ○ Complete Senate Proposal Change for committees to amend process and procedures. Members agreed on a name change, possibly to 'Program Review Committee'. ○ Determine whether or not IEC wants to use liaisons and ensure our procedure document reflects our practice ○ Ensure accreditation is part of committee charge ○ 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 ○ Define Program Review – Organizational structures and service areas? ○ President response to Programs? • Consider programs on the schedule – additions or subtractions (i.e. Work Experience)? Revise PR calendar. Include Athletics. • CurricUNET • If curriculum review was not completed, what happens to PR? 	
<p>2. Committee Focus</p> <ul style="list-style-type: none"> • SGA mentioned addition of a student member – Co-Chair Diana Kelly followed up with email to SGA President, Lisa English • Spend time at each meeting evaluating and discussing process • Focus on ways to improve our process • How should we prioritize program reviews in progress? 	✓
<p>3. Program Review Results</p> <ul style="list-style-type: none"> • Prioritize recommendations more clearly • Demonstrate tangible changes based on Program Review • Share success stories institution-wide • What is the incentive for completing Program Review? <ul style="list-style-type: none"> ○ What is the program achieving? ○ What is the institution achieving? 	
<p>4. Integration of Program Review with Other Planning Processes & Decision Making</p> <ul style="list-style-type: none"> • Coordinate assessment, curriculum and IEC as we all look at outcomes • Consider IEC coordination with the new budget committee to more firmly link to budget processes • 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? 	

<p>5. Program Process During Program Review</p> <ul style="list-style-type: none"> • Include more constituent groups in the process – ask all to participate in training, process and evaluation? • State materials suggested some vocational programs include members of their advisory committee(s) in their program review 	
<p>6. Program Review Form / Data</p> <ul style="list-style-type: none"> • Look at duplication in our forms as we review • 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 • Focus on basic skills students in each program where appropriate • 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? • Accreditation Standard III: Resources <ul style="list-style-type: none"> ○ Integrates _____ planning with institutional planning (driven by educational planning) <ul style="list-style-type: none"> ▪ Human Resources ▪ Physical Resources ▪ Technology ▪ Financial • Distance Education and Correspondence Education – Accreditation looking at all aspects – Do we need more information in PR? <ul style="list-style-type: none"> ○ Student access <ul style="list-style-type: none"> ▪ Admission, orientation, registration, counseling/advising, financial aid ▪ Tutoring, library and learning support ▪ Graduation applications, transcript requests, student survey collection and analysis ○ Align with District/College/Program mission ○ Student achievement data in DE/CE courses compared to face-to-face ○ Analyze achievement data and use to plan and implement improvements • Replace Appendix A with program level assessment form in use by assessment? 	

Institutional Effectiveness Committee: Program Review Process Completion Chart

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 Presenta- tion
Spring 2009														
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 Sched 12-3-10
Delano	Richard McCrow Bonnie Suderman	F 2008	2-2009	12-2009 2-2010 3-2010	10-20-10									
English	Pam Boyles Patti Ross 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	4-2009 11-9-10	5-2009	10-2009 11-2009 4-2010						
Social Science	Stephen Smith Patti Ross 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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Fall 2009														
ACDV	Kimberly Van Horne Patti Ross 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 Patti Ross 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 Jan Stuebbe 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					
PHIL	Reggie Williams Patti Ross 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
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

Institutional Effectiveness Committee: Program Review Process Completion Chart

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Spring 2010														
Extended Learning	Kathleen Loomis-Tubessing Bonnie Suderman	F 2009	2-2010	2-2010	3-2010	4-2010	5-2010	9-2010 Email dept 9-26-10	9-28-10 Email 10-9-10	10-19-10	11-3-10	11-9-10		
Information Services	Jim McGee Bonnie Suderman	F 2009	2-2010	2-2010	4-2010	4-2010	5-2010	9-2010	8-2010 Email com 9-19-10	9-28-10	10-9-10	10-19-10	11-7-10	5-2010
Fall 2010														
Bookstore	Laura Lorigo LaMont Schiers	Sp 2010	8-2010	8-2010	10-9-10	10-19-10								
M & O	Paula Bray LaMont Schiers	Sp 2010	8-2010	8-2010	10-9-10									
Graphics	Laura Lorigo LaMont Schiers	Sp 2010	8-2010 Email dept 9-2010											
Work Experience	Hamid Eydgahi	F 2010	11-12-2010											

Institutional Effectiveness Committee: Program Review Process Completion Chart

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Spring 2011														
Apprenticeship	Hamid Eydgahi	10-9-10	2-2011											
Biological Science	Joe Saldivar Dan O'Connor	10-9-10 10-24-10	2-2011											
Foreign Language/ASL	Tom Moran Rebecca Flores	10-9-10 10-24-10	2-2011											
Performing Arts	John Gerhold Stephen Eaton	10-9-10 10-24-10	2-2011											
Institutional Research	Ann Morgan	F 2010 11-9-10	3-2011											

Institutional Effectiveness Committee
February 1, 2011
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Stephen Eaton, Joyce Ester, Nancy Guidry, John Hart, Ann Morgan (Co-Chair), Dan O-Connor, Kristin Rabe, Don Scrivner, Rachel Vickrey

Absent: Nan Gomez-Heitzeberg, Diana Kelly (Co-Chair), Kim Nickell,

Call to order: 3:35 p.m.

Process and Priorities

Continued discussion from November 29, 2010 meeting:

Reviewed discussion summary in minutes:

At the last meeting, began with a definition of program review. Moved from departmental to operational. Hasn't been a defined process. Some outlying areas like apprenticeship and work experience that did not readily fit into programs. CTE had several instructional and service areas that are not programs. May also need to consider programs that are coordinated through the district, such as HR. Since 2007, the organizational units that complete a unit plan are also supposed to be doing program review.

Read and discussed ASCCC definition of program review:

No function of the college should be exempt from the review process, including ancillary and administrative services as all have an impact on the academic integrity of institutional effectiveness. ACCJC standards require that each program measure its effectiveness by assessing student learning outcomes. Title 5 definition of an educational program is that it is an organized sequence of courses leading to a defined degree, certificate, diploma, license, or transfer. The bottom line is that every department should be addressed.

Why do we have two reviews – one for curriculum and one for program? The curriculum review is specifically course by course. Program review is on a more global level. Might it be possible to integrate these two? Why is this an internal process rather than an external one? Some colleges use a Noel-Levitz survey as their program review instrument. Some apply Noel-Levitz every other year, and CCSSE on the interim years to get a broader view.

A decision should be made on the program review ancillary services; every function of the college should be addressed.

List of BC outlying areas if available from EVP AA&SS Nan Gomez-Heitzeberg:

Will ask Nan to bring to next meeting.

Procedure and Information

See attached Process Completion Chart – noted progress between the November 30 meeting and end of fall semester.

College Council presentation Dec 3, 2010 – ACDV completed.

Program Review training for Spring 2011 cohort Dec 3, 2010 – all departments in cohort attended (Apprenticeship, Biology, Foreign Language, Performing Arts, Institutional Research & Planning).

Approval of November 30, 2010 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

Discuss for completion of summary and budget implications

Maintenance and Operations

Summary and budget implication suggestions were discussed at a previous meeting. Diana should have more notes on this discussion. This will be completed at the next meeting and Rachel will work on this.

Review and vote on summary and budget implications

HLED

Postponed until Diana returns to work.

Discuss for commendations and recommendations

Delano

Long discussion with many recommendations. This part of appraisal will be drawn up and sent to the committee.

Meetings for 2010-11

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

February 1, 2011

February 22, 2011

March 15, 2011

April 5, 2011

May 3, 2011

IEC Ongoing Considerations and Priorities

Task	Status
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Institutional Effectiveness Committee
February 22, 2011
Collins Conference Center
3:30 – 5:00 p.m.
Official Minutes

Attendees: Stephen Eaton, Joyce Ester, 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: John Hart

Call to order: 3:35 p.m.

Process and Priorities

- Co-Chair Diana Kelly discussed the status of ongoing reviews and the delays since her absence.
- See attached list created by Co-Chairs and Committee – This was not addressed at this meeting.
- Program definition – finish discussion from November 30, 2010 and February 1, 2011 meetings:
 - List of BC outlying areas available from EVP AA&SS Nan Gomez-Heitzeberg. These areas have no department chair and in some cases no full-time faculty to work on program review. Recommendation from IEC that the Accreditation Steering Committee work on the definition of overall programs and assist this committee in organizing these outlying areas.
 - Public Safety - Needs to be replaced by Security as it no longer includes the following areas. Many courses are offered through Westech and other contracts including the Olive Drive Training facility.
 - Correctional Administration – One part is under the Behavioral Science department, the other is offered through Westech.
 - Administration of Justice
 - Fire Technology
 - Work Experience
 - Apprenticeship
 - Tech Prep
 - Medical Terminology
 - EMT
 - Education – Currently associated with Child Development
 - Apprenticeship, Work Experience and Tech Prep fall under the Career and Technical Education Center. Might cluster these for purposes of program review.

Procedure and Information

- Review status of programs on the process completion chart - no updates at present.
- Several Spring 2011 chairs have called with questions and are working hard to meet the February submission.

Approval of February 1, 2011 minutes

Minutes were approved as is.

Discussion of Documents and Appraisals

- Discuss for completion of summary and budget implications – This program still needs to be contacted about their draft and provided time to prepare their final document.
 - Maintenance and Operations
- Review and vote on summary and budget implications
 - HLED - Discussion of summary and budget implications ensued. Stephen Eaton offered to create a summary for this document. Final appraisal document will be drawn up and returned to the committee for vote.

- Discuss for commendations and recommendations
 - Delano – Commendations and recommendations were reviewed and discussed.

Diana Kelly will assign groups to review incoming program review documents as received. Diana will also begin work on the committee change paperwork for the name change for IEC.

Meetings for 2010-11

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

March 15, 2011

April 5, 2011

May 3, 2011

Institutional Effectiveness Committee
March 15, 2011
Collins Conference Center
3:30 – 5:30 p.m.
Official Minutes

Attendees: Stephen Eaton, Joyce Ester, John Hart, Nan Gomez-Heitzeberg, Nancy Guidry, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Kim Nickell, Dan O'Connor, Kristin Rabe, Don Scrivner

Absent: Rachel Vickrey

Call to Order: 3:35 p.m.

Process and Priorities

- IEC changes to committee – Committee went over the three documents listed in depth and advised changes and revisions. Proposed changes to IEC as a committee are as follows:
 - Change the name of the Institutional Effectiveness Committee (IEC) to the Program Review Committee (PRC).
 - Remove the requirement to appoint liaisons from the procedures document and allow the committee to remain flexible.
 - Omit the requirement for IEC to report to the Curriculum Committee and add the process step that notifies departments to complete curriculum review prior to completing program review.
 - Remove the actual membership numbers from the IEC Purpose and Procedures document and let the percentages determine membership.

Diana Kelly will make the alterations requested to the documents listed below and send back to the committee by email with a due date by which she will need any further changes from the committee. The documents will then move to the next Academic Senate Executive Board for further discussion and approval. Diana will also send the current charge document in the Decision Making Document for comparison with the new version.

- Purpose and Procedures document revision
- Decision Making Document revision
- Senate Proposal for Change

Procedure and Information

- Issues with IEC instructional program review form - Diana advised committee that Accreditation Steering Committee (ASC) had agreed to look over our form and had also requested that a subcommittee work to align the Unit Plan and Program Review. Diana produced a summary for them with comments about areas that don't seem to work well, duplication of efforts and the reasoning behind the appreciative inquiry questions. Shared that with the committee and asked for an email response if anyone has further issues or concerns about our document(s). ASC will send any recommendations back to the committee for approval.

Approval of February 22, 2011 minutes

- Minutes approved as is.

Discussion of Documents and Appraisals

- Review and vote on final appraisal - approved with minor change.
 - HLED
- Review commendations and recommendations – committee members are asked to email Diana if any other changes.
 - Delano

Meeting adjourned: 5:05 p.m.

Meetings for 2010-11

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

April 5, 2011
May 3, 2011

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
Spring 2009														
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 3-21-11 Sch 5-6-11
Delano	Richard McCrow Bonnie Suderman	F 2008	2-2009	12-2009 2-2010 3-2010	10-20-10	3-15-11								
English	Pam Boyles Patti Ross 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 Patti Ross 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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Fall 2009														
ACDV	Kimberly Van Horne Patti Ross 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 Patti Ross 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 Jan Stuebbe 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	2-22-11	3-15-11	3-15-11	3-31-11	Email 3-31-11 Sch 4-15-11
PHIL	Reggie Williams Patti Ross 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 3-21-11 Sch 5-6-11
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

