

# Victor Valley College Meeting of the Institutional Effectiveness Committee- Minutes

**Date/Time:** 08/29/2008, 1:00-3:30pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

**Attendance:**

Members – (P = Present; A = Absent)			
<b>P</b>	Mark Clair (Classified)	<b>P</b>	Jennifer Larriva (Classified)
<b>P</b>	Donna Derryberry (Classified)	<b>A</b>	Janet Long (Management)
<b>P</b>	Jessica Gibbs (Committee Chair/Faculty)	<b>A</b>	Odell Moon (Faculty)
<b>A</b>	Shirley Gonzalez (Management)	<b>A</b>	Virginia Moran (Administrative Advocate)
<b>A</b>	Dave Hollomon (Faculty)	<b>A</b>	Becky Palmer (Faculty)
<b>A</b>	Jeffrey Holmes (Management)	<b>A</b>	Khalid Rubayi (Faculty)
		<b>A</b>	Marc Skuster (Faculty)
<b>A</b>	TBD (Student)	<b>A</b>	Quynh Tran (Classified)
<b>Guests – None</b>			

**Call to Order:** Members of the committee met in ATC Building, Teacher Learning Center, Room 171, Victor Valley College.

**1. Adoption of the 07/17/2008 minutes:** The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

**2. Discussion Items:**

- The committee members discussed a need for a revised Fact Book based on the IEC Factors as well as a plan for communication of the IEC Factor data to the community.
- The committee members reviewed the original and revised drafts of the IEC Annual Report document.
- The committee members further revised and completed the IEC Annual Report document.
  - The charge of the IEC was added to the draft.
  - Indicators for Factors 3 (Resource Management) and 4 (Standards of Excellence) were discussed and added to the draft.
- The committee members agreed that a new meeting pattern for the IEC needs to be established.

**Action Items:**

1. Jessica Gibbs will create and post a survey for a new IEC meeting pattern to the Novell IEC Workspace.
2. Jessica Gibbs will post the revised IEC Annual Report to the Novell IEC Workspace for review.