

**Agenda**  
Institutional Effectiveness  
Committee  
Victor Valley College

**When:**

11/20/09, 10:00-11:00 AM

**Where:**

ATC Building, Teaching Learning Center, Room 171, Victor Valley College

**Why:**

1. Minutes, 10/16/09 (Over)
2. Updates: AP 1201, AP 1202 (Appendix A?)
  - College Council: 11/4/09
  - Academic Senate: 11/5/09, 12/3/09
  - College Council: ??
3. Updates: Annual Report ([http://team.vvc.edu/web/Team workspaces/Annual Report/IE Report 2008-2009 Finals](http://team.vvc.edu/web/Team%20workspaces/Annual%20Report/IE%20Report%202008-2009%20Finals))
  - External to marketing for distribution.
  - Internal: Review final drafts. Distribution and feedback procedure.
  - Deadline: 12/31/09
4. Program Review:
  - Division Summary Template and Sample
  - Division Deans Training
  - IEC role
  - Timeline
5. FYI: ARCC 2010  
<http://www.cccco.edu/Portals/4/TRIS/research/ARCC/ARCC%202010,%20October%202009.pdf>
6. Next Meeting: 12/18/09, TLC, 10:00-11:00 AM.
  - Bring one wrapped present for gift exchange *or*
  - Bring one plate of home-baked Xmas cookies *or*
  - Come in Santa suit.

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

**Date/Time:** 10/16/09, 10:00-11:00 AM

**Place:** West Wing Conference Room, Victor Valley College

**Attendance:**

<b>Members</b> – (P = Present; A = Absent; T = Tardy; L = Left Early)			
<b>P</b>	Mark Clair (Classified)	<b>P</b>	Jennifer Larriva (Classified)
<b>A</b>	Donna Derryberry (Classified)	<b>P</b>	Marc Skuster (Faculty)
<b>A</b>	Jessica Gibbs (Committee Chair/Faculty)	<b>P</b>	Quynh Tran (Classified)
<b>A</b>	Shirley Gonzalez (Management)	<b>L</b>	Virginia Moran (Administrative Advocate)
<b>P</b>	Lisa Harvey (Faculty/Management)		
<b>A</b>	Paul Williams (Dean)		
<b>Guests</b> – None			

1. Minutes, 10/8/09

*No comments, additions or corrections.*

2. Updates: AP 1201, AP 1202

- IEC Charge: AP 1201 *See amended IEC Charge (AP 1201) below. For submission to College Council and other district governance groups, as required.*
- IEC Functions: AP 1202. *See revisions of AP 1202 below. Much discussion of the presentation of learning assessment data in Program Review reports, including concerns about access to and use of this data following the submission and publication of these reports.*

3. Annual Report Update:

- Internal *Not discussed.*
- External *Not discussed.*
- Completion Deadline *Not discussed.*

4. Program Review Report Review:

- Purpose, process, timelines, and product of the IEC review. *Not discussed.*
- Sample 2007-2008, 2008-2009 Reports. *Not discussed.*
- Proposed Review Criteria/Factors/Guidelines/Standards/Rubric *Tentative IE themes to guide the review of Program Review reports: 1) Major program initiatives, innovations, or new directions; 2) Substantial program deficiencies with plans for improvement; 3) Patterns of resource management that impact educational quality.*

5. Next Meeting: 11/20/09, TLC, 10:00-11:00 AM.

6. Other: *M. Skuster is permitted to serve as IEC Chair temporaire.*

## **Institutional Effectiveness (AP 1201)**

Charge –

- Identifies, ~~and~~ defines, reviews, and reports performance measures of institutional effectiveness.
- Responsible for monitoring and ensuring-assessing the effectiveness of college evaluation, planning, and improvement processes.
- Ensures-Evaluates and recommends improvements for systematic and regular program review ~~for-of~~ all college programs.
- Validates-Reports progress on the assessment of student learning at the course, program, and college levels.
- Provides feedback loop to ensure that college effectiveness is constantly improved by consideration of objective performance data.
- ~~Reviews and reports performance indicators.~~

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

## **Evaluation of Institutional Effectiveness (AP 1202)**

Institutional effectiveness at Victor Valley Community College is evaluated through an annual cycle that includes unit and division program reviews, institutional-level data and analysis, and the assessment of student learning (see Diagram 1 below). Four key factors define institutional effectiveness and guide its measurement and improvement at Victor Valley Community College.

- Student Success
- Access to Programs and Services
- Responsible Resource Management
- Standards of Excellence

Institutional effectiveness outcomes for each of these four factors are shown in Appendix A.

Some of this information is gathered ~~through~~ through District annual program review and planning processes, which are governed by Board Policy 3250 and related administrative procedures. Other sources of information will also be used in order to compile an annual report of the District's institutional effectiveness.

The Annual Report is a comprehensive assessment of institutional effectiveness that incorporates unit and division program reviews, shared governance committee and Faculty Senate recommendations, and institutional data on student success and access, resource management, and program and service improvement. The Office of Institutional Effectiveness compiles one Annual Report for public dissemination that highlights District accomplishments and areas of focus for the coming year. A second and more comprehensive and detailed Annual Report is prepared as a resource for internal planning and quality improvement purposes. Both reports are presented to the District Board and will be made available, respectively, to the community at large and the District workforce by the start of the next academic year.

Appendix A:

Institutional Effectiveness Outcome 1 - Student Success: Victor Valley Community College's courses, programs, and support services advance student success (District Goals 3, 4, 6; Priorities 3, 5)

Institutional Effectiveness Outcome 2 – Access to Programs and Services: Victor Valley Community College's programs and services are equitably available and accessible to all members of its diverse student body (District Goals 2, 4-6; Priorities 2-6).

Institutional Effectiveness Outcome 3 – Responsible Resource Management: In the spirit of good stewardship, resources at Victor Valley Community College are managed efficiently and effectively to support student educational success (District Goals 1, 2; Priorities 1, 5, 6).

Institutional Effectiveness Outcome 4 – Standards of Excellence: Programs and services at Victor Valley Community College demonstrate continuous improvement in productivity and the achievement of district standards of educational and organizational excellence (All District Goals and Priorities; a core organizational value).