

Victor Valley College
Institutional Effectiveness
Committee
Minutes

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

Place: Teaching Learning Center, ATC 171, Victor Valley College

Attendance:

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

1. Minutes 10/16/09:

- *Great job, as usual.*

2. Updates: AP 1201, AP 1202 (Appendix A?)

- *AP 1201 Shared Governance Structure, including the revised IEC charge is an action item on the 12/3/09 Senate Agenda and the 12/9/09 College Council Agenda.*
- *GM will send MS a corrected and complete copy (including Appendix A) of AP 1202 Implementing Institutional Effectiveness for Senate review on 12/3/09.*

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))

- *Community Version is complete (Dr. 17!). GM will convene the marketing team (Greulich, Ontiveros, Sewell, Moran) to polish look/feel (but not content) and develop/implement the delivery plan. A feedback mechanism will be included.*
- *Internal: IEO 1 and 2 are semi-complete. IEO 4 and 5 are semi-semi-complete.*
- *Deadline for completion and distribution of both reports with active feedback mechanism: 12/31/09 or bust.*
- *The AR will be a resource for the Accreditation Self-Study to be launched Spring, 2010.*

4. Program Review:

- *A Division Summary Template and Sample created by GM will be used by Deans in consultation with Chairs to create Division Program Review Summaries for IEC, Finance and Budget Committee, and Academic Senate.*
- *Division Deans Program Review Training, including use of the Summary Template, will be conducted in January by GM.*

- *Program Reviews are due to Division Dean by 12/15/09. Division Summaries are due to the Superintendent/President by 4/1/09 (revised from "March" due date as stated in AP 3250).*
- *As of 11/20/09 Fiscal Services has not provided Disciplines and Departments with the budget development worksheets that are necessary to complete Program Review reports. GM will discuss the matter with G.H. sometime this year or next.*
- *IEC role in Program Review was not discussed.*

5. FYI: ARCC 2010

<http://www.cccco.edu/Portals/4/TRIS/research/ARCC/ARCC%202010,%20October%202009.pdf>

- *VVC has improved for most indicators. Comparative data is not yet available.*
- *A draft of the ARCC 2010 narrative for VVC will be prepared for review at the February '10 IEC meeting. The final version will be placed on the March Academic agenda and also reviewed by cabinet.*
- *[ARCC 2009 data resubmission deadline is 12/1/09. Documentation deadline for District Board interaction with ARCC 2009 is 3/15/10.]*

6. Other:

- *Peggy Mayer volunteered to join the IEC but could not attend 11/20/09. She plans to attend the 12/18/09 meeting. MS will confirm her appointment to the IEC with D. Blanchard, Academic Senate President.*
- *Lisa Harvey reported that conflicts on Fridays prevent her from attending IEC meetings, and she will request being replaced. MS will follow-up on this request with D. Blanchard.*

7. Next Meeting: 12/18/09, TLC, 10:00-11:00 AM. Select one of the following:

- *Bring one wrapped present for gift exchange (\$5.00 max, no whoopee cushions).*
- *Bring one plate of home-baked Xmas cookies (excludes anything that looks or tastes like fruitcake).*
- *Come in Santa suit (elf or reindeer suit also acceptable).*