

Minutes

# Institutional Effectiveness Committee

Victor Valley College

3/19/10, 10:00-11:30 AM - Teaching Learning Center: ATC Building, Room 171

**ROLL CALL:**

<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>P</b>	Donna Derryberry (Classified)	<b>P</b>	Marc Skuster (Faculty)
<b>L</b>	Jessica Gibbs (Faculty)	<b>A</b>	Quynh Tran (Classified)
<b>A</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>A</b>	Paul Williams (Dean)	<b>P</b>	Patrick Malone (Faculty)
<b>P</b>	Peggy Mayer (Faculty)	<b>P</b>	Christopher Mollenkamp (Board of Trustees)
<b>Guests</b> – None			

1. Minutes, 2/19/10

*Very thorough; no corrections.*

2. ARCC 2010:

- Academic Senate Discussion (3/4/10)

*The academic Senate received and discussed ARCC 2010 data and the VVC 2010 Self-Assessment at the 3/4/10 meeting. The following change was recommended and approved by the Senate: replace “The 2010 ESL Improvement Rate is virtually unchanged over the last year and continues to be substantially below the peer average” with the following: “The 2010 ESL Improvement Rate is virtually unchanged over the last year and continues to be below the peer average. Important to note is that corrections to course basic data elements relevant to proper tracking on this indicator are not yet reflected in these data.” VVC’s Self-Assessment for ARCC 2010 was due on 3/4/10 by 5:00 PM. GM was responsible for submission.*

- VVC ARCC 2010 Self-Assessment (Handout)

*VVC performance on the ARCC ESL Improvement indicator has been very low for three consecutive years. Although ESL curriculum has been redesigned to make it possible to track improvement, the ARCC 2011 report for VVC will still not accurately reflect these changes. In order to avoid repeating the same excuse for VVC’s low ESL Improvement rate the 2011 Self-Assessment, the research office will complete a local study of ESL improvement. This will allow comment on actual district performance on this indicator in next year’s Self-Assessment. Improving VVC ARCC Persistence rate so that it is closer to the peer group mean has been a priority for two years and is now assigned to Student Services. Implementation of SARS (the software, not the disease) for student scheduling and reporting will help Student Services manage student contact so as to support persistence. Early alert procedures could be implemented by MIS in conjunction with an electronic census report. PM reported that a*

*Counseling Department committee has been formed ~~to develop an operations manual for academic and progress probation and dismissal~~ to develop a policy for academic and progress probation and dismissal to be submitted to adm. and the faculty senate for approval (not an operations manual). [Peggy Mayer correction 3/26/10.] Intervention mechanisms including referrals to support classes on study skills, time management, and related subjects are another possible way to improve persistence. ~~PM will provide the IEC with monthly reports on Student Services activities that are designed to remedy district deficiencies in persistence.~~ [Peggy Mayer comment 3/26/10: "In the counseling meeting and we agreed the I will not be able to provide "monthly reports on Student Services activities that are designed to remedy district deficiencies in persistence". This is an administration function and was done by Victoria Hinds when she was the dean of student services. Victoria was responsible for the Early Alert procedure that is no longer being done. I wonder if this is one on Ginny's many duties?"]*

- ARCC 2012 Targets?

*The IEC will define ARCC 2012 improvement targets for VVC at the April meeting. MC and JL will bring available data on ESL improvement in order provide a base line and help formulate an appropriate target for this indicator.*

- ARCC 2009 Board of Trustees Interaction

*BOT minutes showing interaction with the 2009 ARCC report ("review and interaction with the report at a public meeting, with public comment allowed") were due to the Chancellor's Office by 3/15/10. The VVC BOT received VVC's 2009 ARCC report by email but there was no interaction prior to the deadline at a public meeting. It may be possible for this interaction to take place at a special BOT meeting scheduled during the week of 3/21/10. GM promised to make it all better.*

### 3. Annual Report 2009 Update:

- Feedback to date

*There is no AR feedback to date. GM noted that there may be some interest in the AR after the administration releases the list of programs to be terminated. The list is to be available for the April Senate meeting so that the Faculty approved discontinuation procedure can be initiated. GM will ask Audrey to check with the WebMaster about a notice on the VVC Homepage that directs the public to the Summary version of the AR.*

### 4. Program Review Update:

- Compliance List and Rate

*GM reported that twenty-one instructional and twelve support program reviews were completed. More or less.*

- Division Summaries

*All division summaries have been completed: Technical Services, Institutional Effectiveness, Office of Instruction, HSS, STM, HPS, Administrative Services, HR, whatever.*

- IEC Review Rubric, Process, and Schedule

*All Program Review documents will be available in the IEC Team Workspace by 4/1/10. An IEC rubric will be developed to evaluate program effectiveness as documented in program reviews and Division Summaries. JG will draft the rubric, post it to the IEC Workspace and notify committee members. The rubric will be finalized and normed at the 4/9/10 IEC meeting and then committee members will be responsible for reviewing program reviews and Division Summaries on their own. A comprehensive timeline for program review, planning, budget development is included in AP 3250 Institutional Planning which is rumored to exist only in some mystic network hideaway.*

#### 5. VVC Institutional Review Board Proposal:

- Statement of Purpose/Function

*MC distributed a document titled “Institutional Assurance Concerning Research: Victor Valley Community College Institutional Review Board (VVCCIRB).” In order to qualify for a review, projects would be designed to produce generalizable knowledge and use of VVC students or members of the VVC workforce as subjects. Thesis and dissertation projects but not simple class assignments would be considered. MC will post this document to the IEC Team Workspace, and the subject will return on the April IEC agenda.*

- Authority, Charge, Report Chain

*Not a pressing concern.*

- Membership

*GM recommends that the IEC function as the VVCCIRB.*

#### 6. Other:

- Accreditation Self-Study Plan

*GM distributed Timeline and Milestones for the VVCCD ACCJC Self-Study (2009-2010): Launch 2/17/10, Teams finish reports by 6/17/10, report drafted by 8/27/10, final edits by 11/19/10, publication by 1/11/11, submission to ACCJC 2/9/11, site visit 3/??/11. GM expressed concern that we are already two and one half months behind this self-study schedule. IEC members agreed to get worried.*

- SLO Assessment Facilitator

*There are no applicants to date for this position. MS suggested that the SLO Assessment Facilitator should be a member of the IEC or be invited to consult with the IEC.*

- IE and Scheduling Priorities

*No discussion*

- AP 1201

*AP 1201 was approved by College Council on the second reading at the 3/3/10 meeting.*

7. Spring 2010 Meeting Schedule:

- April 9, 2010 TLC 10:00-11:00 AM
- May 21, 2010 TLC 10:00-11:00 AM