

# Victor Valley College

## Meeting of the Institutional Effectiveness Committee- Minutes

**Date/Time:** 02/20/2009, 2:30-4:00pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

**Attendance:**

<b>Members – (P = Present; A = Absent)</b>			
<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>P</b>	Jessica Gibbs (Committee Chair/Faculty)	<b>P</b>	Quynh Tran (Classified)
<b>A</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>P</b>	Lisa Harvey (Faculty/Management)		
<b>A</b>	Paul Williams (Dean)		
<b>A</b>	Sheri Schmoll (Student)		
<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 12/12/2008 minutes:** The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

**2. Discussion Items:**

- 1. Zero-based budget-** Zero-based budget may not be adopted by the institution and the model that will be utilized is still under discussion. Ultimately the instructional and non-instructional units should receive directions for requests for budget. The requests should include data (from Program Review) that would justify why the unit would receive a particular dollar amount.
  - a. Time line-** March 20<sup>th</sup> for budget requests. Budget managers are Deans and respond to the mandate. The Deans should collaborate with their Department chairs.
  - b. Program review data-** available in January.
  - c. Senate approval-** has not approved budget paperwork.
    - i.** Needs to be on March agenda.
  - d. Administration-** needs to give direction to the instructional and non-instructional units for conducting Program Review.

2. **AACJC- VVC off warning.** Next Self Study due December of 2010.
    - a. **AARC report-** due 2/27. This report will be part of the Board report 3/10 by Senate.
  
  3. **IE Annual Report Workshop-** outcomes are unscheduled and some work has been allocated. A phase completion timeline has been drafted. According to the timeline the Annual Review draft is on time. Current drafts and the timeline are posted to the IE Workspace. Minutes of the IE Annual Report Workshop meeting are also reported to IE workspace.
    - a. The report needs to include indicators on GE SLOs for annual report.
    - b. The report should also include information competency- see Leslie Huiner.
  
  4. **GE SLO Assessment-** Writing is being assessed now. The assessment tool being used is Right Placer- an artificial intelligence writing sample program. English department chose the Right Placer. Initial data assessment indicates that there is good correlation between the artificial intelligence analysis and instructor scoring.
    - a. What is needed for other GE SLO assessment:
      - i. Faculty need to be informed that we need data from their GE courses for GE reporting.
        1. As part of Program Review, GE data can be extracted and used for the IE Annual Report.
  
  5. **Other Assessment-** Moving forward with plan for instructional and non-instructional assessment. Academic Senate and VVCFA need to work to reach a solution regarding faculty involvement.
- 3. Action Items:**
- a. Lisa Harvey will discuss need for program review/budget paperwork to be on March agenda for Senate.
  - b. Virginia Moran will work on the 500 word ARCC report narrative for 2/27.
  - c. Virginia Moran will send GE SLO information to Lisa for Assessment and Jessica to post to the IEC Workspace.
  - d. GE SLO document will be added to AP 4000.