

# Victor Valley College

## Meeting of the Institutional Effectiveness Committee- Minutes

**Date/Time:** 10/28/2008, 2:00-3:30pm **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>A</b>	Janet Long (Management)
<b>P</b>	Jessica Gibbs (Committee Chair/Faculty)		
<b>A</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>A</b>	Lisa Harvey (Faculty/Management)		
	Paul Williams (Dean)	<b>P</b>	Marc Skuster (Faculty)
<b>A</b>	TBD (Student)	<b>P</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 10/03/2008 minutes:** The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

**2. Discussion Items:**

- Meeting Pattern: The committee members agreed to modify the meeting schedule to second Fridays at 2:45pm and fourth Tuesdays at 2:00pm.
- Review the working draft for “Access and Use of Institutional Research and Assessments” for Administrative Procedures.
  - The draft needs more work as well as an IRB.
  - The “Appropriate Use of Institutional Research and Assessments” draft will be submitted to College Council for review in November. The draft was posted to the Novell IEC Workspace.
- Review VVC BP 4000.
  - Modifications were made to the AP 4000 and the draft was posted to the Novell IEC Workspace and will be submitted to Faculty Senate in November for review.