

# Victor Valley College

## Meeting of the Institutional Effectiveness Committee- Minutes

**Date/Time:** 12/12/2008, 2:45-4:15pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

**Attendance:**

<b>Members – (P = Present; A = Absent)</b>			
<b>A</b>	Mark Clair (Classified)	<b>A</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>P</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>A</b>	Lisa Harvey (Faculty/Management)		
<b>A</b>	Paul Williams (Dean)		
<b>P</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 11/25/2008 minutes:** The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

**2. Discussion Items:**

1. Spring 2009 Meeting Pattern: 1<sup>st</sup> and 3<sup>rd</sup> Friday at 2:30 in the TLC; begins 2/20/2009.
2. Program Review
  - a. Discussion
    - i. The number of budget transfers need to be reduced. Effective management of funds may accomplish this goal.
      1. Every dollar request should have an attended outcome.
    - ii. Each category in the budget will be justified by indicators, driven by each unit.
    - iii. Level of analysis
      1. There need to be appropriate training for analysis
      2. Program goals need to align with district priorities
    - iv. President and College Council needs to initiate Program Review
      1. Add to AP 3250
  - b. Identification of Non-instructional Units of Analysis

- i. Ginnie has provided handouts/documents for recommended/potential units
  - c. Templates
    - i. Ginnie provided Campus Support and Student Service template forms.
      - 1. IEC will review and make recommendations in the January informal workshops.
- 3. AP 1202 update- College Council and Senate.
  - a. Senate did not approve of evaporation of Senate Budget Committee.
    - i. Need clarification of Senate Budget Committee's role
    - ii. Budgeting Rubric- does it exist?
    - iii. IEC should generate a rubric to be used by budgeting committees.
      - 1. Priorities should drive rubric
        - a. Access
        - b. Diversity
        - c. Etc.

**3. Action Items:**

- a. Virginia Moran will provide object codes on the IEC workspace.
- b. Virginia Moran will edit AP 3250 and post the IEC workspace.
- c. Virginia Moran will contact Debbie Blanchard and Lisa Harvey regarding Senate's role in AP 1202 and budgeting and report to the IEC in February.
- d. Jessica Gibbs will discuss urgency for examination of Senate's role and need for rubric to be shared with IEC with Lisa Harvey.
- e. Virginia Moran will post updates and changes for PRAISE to the workspace as she works with GH.
- f. Jessica will add a folder for PRAISE documents to IEC workspace.
- g. IEC committee members will review Campus and Service Level templates for PRAISE to make recommendations in the January informal workshops.