

# Victor Valley College

## Meeting of the Institutional Effectiveness Committee

**Date/Time:** 01/04/2008, 2:00pm  
College

**Place:** Contract Education Lab, Victor Valley

**Attendance:**

<b>Members – (P = Present; A = Absent)</b>			
<b>A</b>	Mark Clair (Classified)	<b>P</b>	Jennifer Larriva (Classified)
<b>P</b>	Donna Derryberry (Classified)	<b>P</b>	Janet Long (Management)
<b>P</b>	Jessica Gibbs (Committee Chair/Faculty)	<b>P</b>	Odell Moon (Faculty)
<b>P</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>A</b>	Dave Hollomon (Faculty)	<b>A</b>	Becky Palmer (Faculty)
<b>A</b>	Jeffrey Holmes (Management)	<b>A</b>	Khalid Rubayi (Faculty)
<b>P</b>	Kelley Johnson (Management)	<b>P</b>	Marc Skuster (Faculty)
<b>A</b>	Deborah Kelly (Student)	<b>P</b>	Quynh Tran (Classified)
<b>Guests – Colleen Ferguson (Student) and Lisa Bascum (Student)- Accepted as alternates for Deborah Kelly</b>			

**Call to Order:** Members of the committee met in Contract Education Lab for a demonstration and training on the Novell Teaming software. Justin Gatewood presented the software.

- 1. Training for Novell Teaming:** The committee received training on setting up a workspace on Novell Teaming to use as a communication and file-sharing tool.
- 2. Adoption of the 12/07/2007 minutes:** The minutes from the first meeting of the Institutional Effectiveness Committee were agreed upon and will be posted to the IEC Teaming workspace.
- 3. Action Items**
  - Jessica Gibbs will create the Novell Teaming workspace for the IEC.
    - Members of the committee will be invited to join the workspace.
  - Jessica Gibbs will create folders on the workspace for minutes/agendas and other documents and links relevant to the committee charge to be posted on the workspace.
    - Minutes/agendas from the 12/07/07 meeting will be posted.
    - A link to the Accreditation Institutional Effectiveness Standards will be posted.
    - A link to ARCC report will be posted.
    - A link to the board policies will be posted.
  - Committee members will begin to formulate a definition of Institutional Effectiveness. Proposed definitions will be posted as discussion items on the IEC workspace.

- Jessica Gibbs will post a survey regarding a regular meeting schedule to the IEC workspace.
  - Committee members will complete and submit responses to the IEC workspace.
- Virginia Moran will continue to meet with Jessica Gibbs to brief her on relevant documents and accreditation standards for institutional effectiveness.

**4. Possible Agenda Items for February 22<sup>nd</sup> meeting:**

- Review and adopt Minutes from 01/04/2008 meeting
- Second reading/adoption of committee charge as drafted at 12/07/2007 meeting
- Review and dialogue about Board Policy 1202/Administrative Procedure 1202-Institutional Effectiveness
- Defining Institutional Effectiveness
- Establish a regular meeting schedule
- Other business