

Victor Valley College First Meeting of the Institutional Effectiveness Committee

Date/Time: 12/07/2007, 3:00pm

Place: Staff Lounge, Victor Valley College

Attendance:

Members – (P = Present; A = Absent)			
P	Mark Clair (Classified)	P	Jennifer Larriva (Classified)
A	Donna Derryberry (Classified)	A	Janet Long (Management)
P	Jessica Gibbs (Committee Chair/Faculty)	P	Odell Moon (Faculty)
P	Shirley Gonzalez (Management)	P	Virginia Moran (Administrative Advocate)
A	Dave Hollomon (Faculty)	A	Becky Palmer (Faculty)
A	Jeffrey Holmes (Management)	A	Khalid Rubayi (Faculty)
P	Kelley Johnson (Management)	P	Marc Skuster (Faculty)
A	Deborah Kelly (Student)	P	Quynh Tran (Classified)
Guests - None			

Call to Order: Administrative Advocate, Virginia Moran, called the meeting to order. Virginia passed out the Victor Valley Community College District Board Policy of Shared Governance. Members of the Institutional Effectiveness Committee were asked to read page 6 regarding Shared Governance Structure and Responsibilities and the responsibility of the chair, and page 8 regarding the charge of the Institutional Effectiveness Committee.

1. **Elections for chair:** Virginia Moran requested volunteers for the position of chair. Mark Skuster motioned for Jessica Gibbs, Virginia Moran seconded the motion, and all were in favor. Jessica Gibbs was elected chair of the Institutional Effectiveness Committee.

2. **Establishment of Regular Meeting Schedule:** Two factors effected the establishment of regular meeting times and dates: 1) absence of members to agree on a regular day/time, 2) availability of the members over the Winter Intersession. The dates and times for the subsequent two meetings were agreed upon, January 4th and February 22nd at 2pm. Jessica Gibbs will inquire as to the availability of the Staff Lounge and confirm to the members of the meeting place.

3. **Changes made to the phrasing of the charge of the Institutional Effectiveness Committee:** The charge of the Institutional Effectiveness Committee is currently stated in the shared governance structure and responsibilities (AP 1201) as:
 - Identifies and defines performance measures of institutional effectiveness.
 - Responsible for the monitoring and ensuring the effectiveness of college evaluation, planning and improvement.
 - Ensures systematic and regular program review for all college programs.

- Validates the assessment of all student learning at the course, program and college levels.
- Provides feedback loop to ensure that college effectiveness is constantly improved by consideration of objective performance data.
- Reviews and reports performance indicators.

The committee members revised the charge and agreed upon the following phrasing:

- Identifies and defines measurable performance indicators of institutional effectiveness.
- Monitors and oversees the process for annual institutional effectiveness reporting and improvement planning.
- Evaluates and recommends improvements for program review for all college programs.
- Tracks the implementation of SLO assessment plans at the course program and college levels.
- Serves as the accreditation steering committee.

4. Action Items

- Virginia Moran will forward copies of all relevant documents (agenda, board policies, ARCC report) to Jessica Gibbs for her review.
- Virginia Moran will meet with Jessica Gibbs to brief her on relevant documents and accreditation standards for institutional effectiveness

5. Possible Agenda Items for January 4th meeting:

- Review and adopt Minutes from 12/07/2007 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
- Other business