

Victor Valley College  
**Institutional Effectiveness Committee**  
 Minutes

**Date/Time:** 12/18/09, 10:15-11:30 AM

**Place:** Teaching Learning Center, ATC 171, Victor Valley College

**Attendance:**

<b>Members</b> – (P = Present; A = Absent; T = Tardy; L = Left Early)			
<b>T</b>	Mark Clair (Classified)	<b>T</b>	Jennifer Larriva (Classified)
<b>A</b>	Donna Derryberry (Classified)	<b>P</b>	Marc Skuster (Faculty)
<b>P</b>	Jessica Gibbs (Committee Chair/Faculty)	<b>A</b>	Quynh Tran (Classified)
<b>A</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>A</b>	Paul Williams (Dean)	<b>P</b>	Patrick Malone (Faculty)
<b>P</b>	Peggy Mayer (Faculty)	<b>P</b>	Chris Mollenkamp
<b>Guests</b> – None			

1. Minutes, 11/20/09

*Many thanks to the IEC secretary!*

2. Welcome to the Institutional Effectiveness Committee:

- Peggy Mayer, Counseling: *Thrilled to be joining the IEC.*
- Patrick Malone, Mathematics: *So impressed by the IEC's reach.*
- Chris Mollenkamp, BOT: *Eager to understand IEC role and activities.*

3. Updates: Annual Report ([http://team.vvc.edu/web/Team workspaces/Annual Report/IE Report 2008-2009 Finals](http://team.vvc.edu/web/Team%20workspaces/Annual%20Report/IE%20Report%202008-2009%20Finals))

- Community Version: Community Distribution/Feedback Plan; BOT Presentation. *The completed AR Community was briefly reviewed. GM reported no progress on publication/distribution, but she will work with Robert Sewell to move ahead. BOT Presentation of AR Community is scheduled for 1/15/09.*
- Internal Version: Review final drafts. *Pages from IEO 1 and 2 were briefly reviewed with the IEC, along with linked data pages. Data for IEO 4 and the summary section are still undergoing final revisions.*
- Internal Version: Publication, Access, and Feedback Mechanism (Justin Gatewood, Webmaster) *The Webmaster was not present. Access to the AR Internal by district network login will be available by 2/15/10. There will be a mechanism available for feedback to the IEC by individuals with access to the report.*

4. AP 1201, AP 1202

- Academic Senate, 12/3/09: AP 1201 approved; AP 1202 revised *On 12/3/09, the Academic Senate approved suggested revisions to the IEC charge (revised version below) as stated in AP 1201 Shared Governance Structure. At the same meeting the Academic Senate approved AP 1202 Implementing Institutional Effectiveness after recommending*

*that “productivity” be replaced with “quality” in IEO 4 as stated in Appendix A. IEC members agreed to this change.*

- College Council, 2/17/10 *GM will present the updated AP 1201 and AP 1202 to College Council for approval at its first meeting in February, 2010.*

5. Review: ACCJC Standard IVB1: Leadership and Governance/Board and Administrative Organization *Copies of ACCJC Standard IV were distributed in order to clarify governing board roles, particularly in light of board members’ participation on college committees. GM directed attention to Section 1.j. of Standard IV B: “The governing board delegates full responsibility and authority to [the college chief administrator] to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.” GM stated that board members should take care to avoid forms of participation that have the potential for interfering with or impeding operational functions of the district. Although attendance at staff meetings would be reason for concern, it seems wholly appropriate for board members to join shared governance committees.*

#### 6. Program Review:

- Revised Timeline: Reports due 2/19/10 *The Academic Senate changed the due date for instructional program reviews from 12/15/09 to 2/19/10. Disciplines have not yet received updated budget history information or budget development spreadsheets from Fiscal Services—both of which are required to complete a program review. These materials will be provided in early January to the Division Deans, who will then distribute them to the disciplines. Note that budget development is to be based on a two-year budget cycle. Eight instructional disciplines have already submitted program reviews for the current year. Division Program Review Summaries are due to the Superintendent/President on 4/1/10. Shared governance committee reviews of Division Summaries are due to cabinet and college council on 6/1/10.*
- Division Deans Training: Division Summary Template and Sample *On 1/7/10 Division Deans will receive training for preparation of Division Program Review Summaries. GM will post the Division Summary Template to the IEC Team Workspace. A model summary to be used in training is still under development.*
- IEC role *IEC will review three instructional division program review summaries and two noninstructional program review summaries beginning 4/1/09. Recommendations are to be submitted by 6/1/10 to cabinet and college council and will be integrated into Annual Report 2010.*

#### 7. ARCC 2010: Narrative (Handout)

<http://www.cccco.edu/Portals/4/TRIS/research/ARCC/ARCC%202010,%20October%202009.pdf>

- Writing team *GM, Mark Clair, Jennifer Larriva will prepare the required district response for ARCC 2010 and will present it at the February IEC meeting.*

#### 8. Future Meetings: *Mark your calendars.*

- [January 15, 2010 TLC 10:00-11:00 AM] **Cancelled, Semester Break**
- February 19, 2010 TLC 10:00-11:00 AM
- March 19, 2010 TLC 10:00-11:00 AM

- [April 16, 2010 TLC 10:00-11:00 AM] **Cancelled, Spring Break Rescheduled for 4/9/09, TLC, 10:00-11:00 AM**
- May 21, 2010 TLC 10:00-11:00 AM

9. Other:

- *Prior to addressing the meeting agenda, members of the IEC engaged in a lively discussion of the differences and merits of two complementary approaches to SLO assessment: classroom assessment techniques and grading assessment.*
- *Committee members enjoyed a variety of delightful holiday treats.*
- *The meeting was delayed slightly because of the difficulty in gaining access to the closed ATC. Profound apologies to any committee members who were prevented from attending by this state of affairs.*

## ***Institutional Effectiveness Committee (AP 1201)***

### *Charge*

*Identifies, defines, reviews, and reports performance measures of institutional effectiveness.*

*Responsible for monitoring and assessing the effectiveness of college evaluation, planning, and improvement processes.*

*Evaluates and recommends improvements for systematic and regular program review of all college programs.*

*Reports progress on the assessment of 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.*

### *Information Flow*

*Direct to College Council on policy-related issues.*

*Direct to Superintendent/President on improvements to operational issues.*

*Annual report directly to Board of Trustees.*