

# Institutional Effectiveness Committee

## Minutes

**Date/Time:** 2/19/10, 10:00-11:45 AM

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

**Attendance:**

<b>Members</b> – (P = Present; A = Absent; T = Tardy; L = Left Early)			
<b>P</b>	Mark Clair (Classified)	<b>P</b>	Jennifer Larriva (Classified)
<b>P</b>	Donna Derryberry (Classified)	<b>P</b>	Marc Skuster (Faculty)
<b>A</b>	Jessica Gibbs (Faculty)	<b>P</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>	Christopher Mollenkamp (Board of Trustees)
<b>Guests</b> – None			

1. Minutes, 12/18/10

*Correction: Item #5, second bullet. The date of the College Council meeting in question should be given as 2/17/10. The IEC secretary receives this correction with deep gratitude.*

2. Annual Report Update:

- Community Version: BOT Comment; Distribution Plan.

*The Board of Trustees received the Community Annual Report 2009 (tartet up version) at the Board retreat on 1/25/10. The Public will have access to the Community AR through a link on the VVC Homepage. The Public Information Officer is responsible for providing an introduction and facilitating community awareness. Feedback on the report will be received by email to the Office of Institutional Effectiveness and the Research Office.*

- Internal Version: Global Workspace; Access; Feedback

*The Annual Report Global Workspace will be accessible by Novell login to members of the college community. Currently this Workspace includes three subsections: Community Report, Detailed Report, Discussion. The two Reports are posted as two separate pdf files. Data elements listed in the detailed report link to the corresponding documents posted in the Annual Report Team Workspace. Most, but not all, of these links are active. An introductory email message from the IEC will direct members of the college community to Community and Detailed*

*Annual Report links posted on the Office of Institutional Effectiveness Webpage. Each link will lead to the Novell Teaming login page and then to the Annual Report Global Workspace in which both versions of the Annual Report are posted. The Detailed (internal) AR is currently one large file and GM may divide it up into seven parts: Introduction, Profile, IEO 1, IEO 2, IEO 3, IEO 4, Summary. At least one Workspace communication tool will be made available for the posting of comments. No later than 2/27/10, GM will correct the inactive links in the detailed report, post each section of the detailed report separately, and charm the Webmaster into activating links to the Annual Reports on the OIE Webpage. The college community will be invited to view the Annual Reports on 3/1/10.*

- Planning and Timeline for AR 2010

*Certain data required for the next Annual Report will not be available until early Fall, 2010. As a result there will be a revised timeline for AR 2010: data collection during the summer to early fall; review, reflection, analysis fall through winter; publication by 3/1/11. GM will create a new timeline and present it at the March IEC meeting.*

### 3. AP 1201, AP 1202

- College Council Agenda (2/17/10)

*AP 1201, including the revised IEC charge as approved by the Academic Senate on 12/3/10, was presented to College Council for a first reading on 2/17/10. It will be on the 3/3/10 College Council agenda for a second reading and approval. GM did not present the revised AP 1202 for College Council approval because the only notable change (replacing “productivity” with “quality” in IEO 4) occurred in the appendix, a section for which approval is not required.*

### 4. Program Review Update:

- Division Deans Training: Division Summaries due March 2010

*The Division Deans Training took place on 2/12/10. Instructional Program Reviews are due 2/19/20. The Fiscal Services Department expects to receive Division Summaries, including budget development spreadsheets, from the Deans by 3/5/10. All of the Program Reviews and Division Summaries will be available electronically.*

- Directors Training: Scheduled for February, Campus Support and Student Support areas.

*Directors Training for Program Review is scheduled for February 22-23, 2010.*

- Division Summary Template and Model (Handout)

*No discussion.*

- IEC role: Recommendations due 6/1/10

*Division Summaries will be available to the IEC by 3/15/10. GM requested that a rubric for IEC review of the Division Summaries be included on the March IEC agenda. Earlier drafts may be buried somewhere in the IEC Team Workspace. No peeking at the Program Reviews or Division Summaries until the rubric is finalized.*

5. Accountability Reporting for the Community Colleges (ARCC) 2010:  
<http://www.cccco.edu/Portals/4/TRIS/research/ARCC/ARCC%20Jan%20Draft.pdf>

- Victor Valley College Peer Group Comparison

*Peer group comparative data for ARCC were posted on 2/2/10. VVC has improved on most of the ARCC indicators for the 2010 report, but the peer group mean has also improved. In some cases, VVC declined relative to the peer group.*

- VVC Self-Assessment Draft

*VVC's ARCC 2010 Self-Assessment is due by 5:00 PM on 3/4/10. A draft of the Self-Assessment will be distributed by Mark Clair to the IEC during the week of 2/22/10. Committee members will respond with edits and, especially, with activities (both underway and recommended) that can be cited as district responses to the ARCC data. The final draft will be placed on the 3/4/10 Academic Senate agenda, and GM will attend this meeting. Prior to this time the completed Self-Assessment will be posted to the IEC Team Workspace. Debby Blanchard will be added as a Team member so that she is able to review and comment on the document prior to submission.*

- VVC ARCC Targets 2010 (Handout)

*The ARCC Targets 2010 (established in 2008) were reviewed and discussed, along with new proposed targets for 2012. This topic will be included on the agenda for the March, 2010 IEC meeting.*

6. Institutional Review Boards (beginning conversation):

- Why are they necessary?

*MC described the need for an IRB to review and approve or deny requests to carry out research projects that involve district students and staff but that are not designed or conducted for district research purposes or by district researchers.*

- What constitutes a review?

*Currently research proposals are screened by MC and/or GM. The suggested IRB would serve this function and would apply clearly formulated standards when considering and rendering a decision about a specific research request. GM recommended that VVC's IRB be created in collaboration with the Academic Senate. MC will provide a draft statement of purpose/function for the IRB and representative statements of standards for the March IEC agenda.*

7. Spring 2010 Meeting Schedule:

- March 19, 2010 TLC 10:00-11:00 AM
- April 9, 2010 TLC 10:00-11:00 AM
- May 21, 2010 TLC 10:00-11:00 AM

***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.*