

Minutes

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Victor Valley College

4/23/10, 10:00-11:21 AM - Teaching Learning Center: ATC Building, Room 171

ROLL CALL:

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

1. Minutes, 3/19/10

Two corrections previously provided by PM were included in the minutes as distributed.

2. ARCC:

- 2010 ESL Improvement Update: Research Office Report

Because MC and JL were not able to attend the meeting, there was no report on ESL improvement rates at VVC. Conversation among those present revisited the course coding issue that resulted in questions about the accuracy of the ARCC report for VVC on the indicator of ESL Improvement. GM assured the committee that the ARCC 2011 data will accurately reflect the actual ESL Improvement rate at VVC. Paul Williams agreed to facilitate reflection on this subject with the ESL faculty.

- 2010 Persistence Update: Counseling Department

PM secured an invitation from the Counseling Department to engage in further discussion of activities that might effectively address VVC performance on the ARCC indicator of Persistence. GM and MS were invited to attend a Counseling Department meeting on 4/28/10 for this purpose. GM suggested that the Student Services Program Review Technical Assistance Summary be used to guide Counseling Department reflection on Persistence improvement. PM reported that the Counseling Department committee on Academic Standards is working on a formal statement of procedures to implement the current Board Policy on academic probation and dismissal. GM noted that “First Year Experience” activities, as adapted for the Community College, may provide one approach to addressing VVC’s performance on Persistence. She suggested that Basic Skills students may be an appropriate target group, and she agreed that a

study by the Research Office on characteristics of students who fail to persist would help determine how best to design and direct improvement activities.

- ARCC 2009 VVC District Board Interaction

Documentation of BOT ARCC 2009 interaction was due on 3/15/10 to the Chancellor's Office. However, the required interaction has not yet occurred. GM will insure that interaction takes place during the President's Report at the May BOT meeting, after which she will submit minutes of this meeting as the required documentation.

- ARCC 2012 Targets

VVC's ARCC 2012 targets are as follows: at or above the peer average for SPAR, 30 Units, Vocational Course Completion, BS Completion, and BS Improvement; increase of TBD percent for Persistence and ESL Improvement.

3. Annual Report 2009 Update:

- Feedback to date

GM reported that corrective feedback has been received on the Cost and Productivity Analysis for the following instructional disciplines: Art, Photo, MERT, CIDG, Music.

- Error: 3.13 Cost and Productivity Analysis by Instructional Discipline and Service Area

The names of noninstructional service areas are included in the report, but the cost figures are cut off. As a result the actual cost of these services is hidden.

4. Program Review Update:

- Compliance List (handout) and Rate:
 - Student Support: 60%
 - Instructional Disciplines: 58%
 - Campus Support: 29%
 - Division Summaries: 25%

- IEC Review: Rubric (handout), Process, and Schedule

JG discussed a proposed rubric for evaluating instructional division summaries on the IEO of Student Success. This rubric is organized by the district goals and priorities that are incorporated in IEO 1. Discussion supported the concept of evaluating Division Summaries for evidence of alignment with district goals and priorities. GM volunteered to create three additional rubrics structured around the district goals and priorities relevant, respectively, to each of the other three IEOs (Access, Resources, Excellence). All rubrics will be posted to the IEC Team Workspace for review by committee members prior to the next committee meeting,

when discussion of the IEC process and schedule for evaluating Division Program Review Summaries will take place

5. VVC Institutional Review Board

- Approval Guidelines, Application Process, Review Process, Forms
- AP 1201: Revised IEC charge (handout)

MC was not present to lead consideration of this subject. GM rejected a revision of the IEC charge to include IRB functions and stated that the IEC will not serve as the IRB for VVCCD.

6. Accreditation Update

- Self-Study Plan and Schedule
- Standard I Institutional Mission and Effectiveness (Handout)
- ACCJC Rubric for Evaluating Institutional Effectiveness (Handout)

Teams have been appointed for each of the four Accreditation standards. GM and MS are co-chairs of the team for Standard I Institutional Mission and Effectiveness. MC is also a member of this team. DD is a member of the Standard II team. JL is a member of the Standard III team. PW is co-chair of the Standard IV team, which also includes CM and PM. Initial meetings of each team are to occur in the next two weeks. 11/1/10 is the tentative deadline for each Standard team to complete its portion of the Self-Study report.

7. Other

- SLO Assessment Facilitator?

PW reported that there were no applicants for the SLO Assessment Facilitator position. The announcements for 2010-2011 facilitators will be distributed by 5/1/10.

- AP 4000 Sustaining Standards of Educational Excellence: Status?

AP 4000 is cited in the Annual Report and was approved by College Council on 5/20/10. Victoria Churgin reports that it cannot be posted with the other APs until she receives a copy from Debby Blanchard indicating the College Council approval date.

- AP 3250: Content and Status?

AP 3250 implements BP 3250 Institutional Planning. GM did not discuss AP 3250 but noted that it was a matter for the Finance and Budget Committee.

8. Spring 2010 Meeting Schedule:

- May 21, 2010 TLC 10:00-11:59 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.*

“Institutional Effectiveness”

whether and how well an institution fulfills its purposes (mission), embodies its values, and achieves its goals.

List of Submitted 2009-2010 Program Reviews

I. Student Support

- EOPS
- DSPS
- ATC

II. Campus Support

- M & O
- Facilities Construction
- Payroll
- Research

III. Instructional Disciplines or Departments

- PE
- Nursing
- Auto
- RT
- AGNR
- Welding
- Construction/Manufacturing Tech
- AJ
- EMS
- CIDG-MERT
- Biology
- Math
- Electronics
- CDP
- Restaurant Management
- Philosophy Religious Studies
- Music
- Foreign Language
- English
- Communication Studies Theater Arts
- Business Real Estate
- Business Economics
- BET
- Art Photo
- Coop Ed
- Library

IV. Division Summaries

- Humanities, Arts, and Social Science
- Health Sciences, Public Safety, Industrial Technology

List of Units, Departments, and Disciplines without 2009-2010 Program Review

I. Student Support:

- TRIO
- GEAR UP

II. Campus Support

- Admissions and Records
- Financial Aid
- IT
- MIS
- IMS
- PI
- HR
- Fiscal Services
- Auxiliary Services
- Police

III. Instructional Disciplines/Departments

- Allied Health
- Anthropology
- Astronomy
- Athletics
- Basic Skills
- Chemistry
- CIS
- Educational Tech
- ESL
- Fire Science
- Geography
- Guidance
- History
- Physical Science
- Physics
- Political Science
- Psychology
- Sociology
- Counseling

IV. Division Summary

- STEM
- Administrative Services
- Institutional Effectiveness
- Student Services
- Instruction
- HR