

# Institutional Effectiveness Committee

Victor Valley College

5/21/10, 10:00-11:19 AM - Teaching Learning Center: ATC Building, Room 171

## ROLL CALL:

<b>Members</b> – (P = Present; A = Absent; T = Tardy; L = Left Early)			
<b>A</b>	Mark Clair (Classified)	<b>A</b>	Jennifer Larriva (Classified)
<b>P</b>	Donna Derryberry (Classified)	<b>P</b>	Marc Skuster (Faculty)
<b>A</b>	Jessica Gibbs (Faculty)	<b>A</b>	Quynh Tran (Classified)
<b>A</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>P</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, 4/23/10

*No additions or corrections.*

2. ARCC:

- 2010 ESL Improvement Update: Research Office Report

*MC and JL have not been able to prepare a report on ESL improvement. VM stated that this project will be a Research Office priority for the summer and that an analysis of ESL improvement data will be ready by the beginning of the Fall 2010 term. PW and VM discussed the expectation that noncredit ESL students should advance to credit ESL classes. VM stated that ESL coding issues for ARCC have been resolved, and increasing the ESL improvement rate at VVC is now a matter of curriculum design/approval and instructional practice, which makes it the responsibility of the ESL faculty and the Curriculum Committee.*

- 2010 Persistence Update: Counseling Department

*PM reported that the Counseling Department is finalizing the details of a proposal (to be presented to the Academic Senate) for implementing student performance probation and dismissal. Students on probation will be required to meet with a counselor and agree to a contract that specifies conditions for continuing enrollment. Conditions may include limitation on units, specified courses, guidance classes, and other appropriate interventions to support improved academic performance. Students who do not improve during the following semester are subject to dismissal and required to meet again with a counselor before re-enrolling. Dismissal occurs if there is no improvement during a second consecutive semester. Implementing the probation and dismissal process may require a change in Fall registration dates from November to January so that students on probation can be identified prior to registration for classes. [PM (5/23/10): “The registration dates for Spring should be after the fall grades were posted in January.” VM will discuss the change of registration dates with the Director of ARR. VM, PM, and PW supported the creation of a “High Risk Academy” consisting of guidance courses designed to assist students on probation or subject to dismissal. VM noted that persistence is important for CTE programs because it is included among core indicators for Perkins CTE funding.*

- ARCC 2009 VVC District Board Interaction

*The required BOT interaction for ARCC 2009 will occur during the June meeting. MS suggested that the required BOT for ARCC 2010 could be scheduled earlier so that the deadline is not missed again next year. VM will investigate earlier interaction, perhaps with a comparative discussion of the 2009 and 2010 reports along with a report of progress since the publication of ARCC 2010 at the end of March.*

### 3. Annual Report 2009 Update:

- Activity Reports

*Activity reports (numbers of viewers of each section of AR 2009) were not available. VM reported that there has been no feedback to date from the response survey published on the AR Webpage.*

- 2010 Timeline

*VM will create a new timeline and post it to the IEC Workspace. [AP 1202 indicates that the AR is published each year by the start of the academic year. The publication of AR 2009 actually occurred more than six months after this deadline.]*

### 4. Academic Senate Concerns:

- Retention Rate vs. Success Rate
- Output-based Schedule Development

*There was no discussion of this topic.*

### 5. Program Review Update:

- Compliance Update: Late Submissions
- Division Summary: Status and Authority
- IEC Review: Rubrics, Process, and Schedule

*VM distributed rubrics to be used by the IEC in evaluating program review division summaries for program effectiveness. There are four rubrics--one each for the four Institutional Effectiveness Outcomes (Success, Access, Finances, Excellence). Each rubric is designed to assess the degree of alignment between a division summary and the priorities/goals of the district that are linked in AR 2009 to one of the IEOs. Levels are: NA, Deficient, Satisfactory, and Exemplary. One change was made to the IEO 1 rubric. At CM's suggestion, the phrase "...despite a compelling need to do so" in the definition of "Deficient" was changed to "...despite the need to do so." VM will edit the rubrics and post them to the IEC Workspace. VM will notify delinquent managers [STEM, Administrative Services, **Institutional Effectiveness**, Student Services, Instruction, HR] that 5/28/10 is the final deadline to submit division summaries. VM will distribute an evaluation form (pdf) that IEC members will use to return their evaluations of the division summaries no later than 6/4/10. A summary report of these evaluations will be sent to College Council.*

### 6. Accreditation Standard IB7:

*"The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services."*

- Data and analysis to inform planning and improvement
- Program Review
- Learning Assessment

*AP 1201 assigns responsibility for evaluating district evaluation, planning, and improvement processes to the IEC. MS requested that the IEC provide evaluative comments on VVC's evaluation mechanisms in order to support the accreditation self-study that is currently underway. ASCCC guidelines for the evaluation of program review (Program Review Setting a Standard, 2009) were distributed. VM noted that Program Review compliance is poor in campus support areas, and there is a need for managers to accept responsibility for ensuring that program reviews are completed. Summaries were completed this year by only two division managers (Health, Humanities). VM stated that there was a better connection between program review and budget allocation this year, but the process needs to be supplemented in order to ensure that resource requests (for example, facilities and staff) are directed for consideration and action by the Budget Committee to appropriate destinations. VM stated that the primary concern with VVC's mechanism for "data and analysis to inform planning and improvement" (i.e., the Annual Report) is that few members of the VVC workforce access or use the information.*

#### 7. Other

- Campus Climate Survey
- AP 4025: VVCC General Education Student Learning Outcomes
- AP 3250: Institutional Planning
- IEC Goals and Projects for 2010-2011

*These subjects were not discussed.*

#### 8. Fall 2010 Meeting Schedule

*The first IEC meeting for the Fall 2010 semester is scheduled on 9/17/10 from 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.*