

Victor Valley College Meeting of the Institutional Effectiveness Committee

Date/Time: 02/22/2008, 2:00pm **Place:** Staff Lounge/Building 10, Victor Valley College

Attendance:

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

Call to Order: Members of the committee met in the Staff Lounge/Building 10 on the Victor Valley College Campus.

Action Items

1. **Establish a regular meeting schedule:** Consistent with the survey results, the committee will meet every 1st and 3rd Friday @ 1pm in the Staff Lounge/Building 10. If it falls on a holiday, we will not reschedule.
2. **Adoption of the 01/04/2008 minutes:** The minutes were agreed upon and will be posted to the IEC public website. (M-Gonzalez: S-Skuster; Unanimous).
3. **Second Reading/adoption of committee charge as drafted at 12/08/2007 meeting:** In response to a concern by the President, the charge as drafted on 12/08/2007 was amended by the committee to read as follows (last bullet only):
 - 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 (Student Learning Outcomes) assessment plans at the course, program, and college levels.

- Serves as consultants to the accreditation steering committee on matters of institutional effectiveness. (M: Gonzalez; S: Derryberry; Unanimous)
- 4. Volunteers for ARCC (Accountability Reporting for the Community Colleges) self-assessment work group:** With the narrative due to the System Office by 02/29/2008, all members present will work together to complete the narrative. **Action:** Moran will post relevant documents to Team workspace so all can participate in developing response.

Discussion Items

- 1. Accreditation Status/Implications for IEC Work:** Members discussed the warning status and the need to progress quickly on developing a system to evaluate our institutional effectiveness.
- 2. “Institutional Effectiveness” Defined:** The definition offered is as follows: “Institutional Effectiveness” refers to whether and how well an institution fulfills its purposes (mission), embodies its values, and achieves its goals. This broader definition enables much latitude in defining specific indicators. (M: Skuster; S: Holmes; Unanimous).
- 3. Milestones**
 - a. AP 1202- IEC to develop a system of measurement and write into procedure. Action item for future meetings after drafting performance indicators for institutional effectiveness.
 - b. General Education student learning outcomes – IEC will address the Cabinet & Faculty Senate in March regarding the importance and distribution of GE SLOs to specialized instructional areas for review, refinement and development of indicators.
 - c. PRAISE – good start by applying ACCJC rubric in review of PRAISE documents. Other indicators will be discussed in future meetings of the IEC.
 - d. Indicators for Institutional Effectiveness– next two meetings of the IEC will produce consultation draft. Small groups within the IEC will be assigned to Institutional Effectiveness factors.
 - e. Communication of IEC efforts– minutes will be distributed through college website. Future IEC meetings will discuss alternative ways to communicate and educate.