

Victor Valley College Meeting of the Institutional Effectiveness Committee- Minutes

Date/Time: 08/29/2008, 1:00-3:30pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

Attendance:

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

Call to Order: Members of the committee met in ATC Building, Teacher Learning Center, Room 171, Victor Valley College.

1. Adoption of the 07/17/2008 minutes: The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

2. Discussion Items:

- The committee members discussed a need for a revised Fact Book based on the IEC Factors as well as a plan for communication of the IEC Factor data to the community.
- The committee members reviewed the original and revised drafts of the IEC Annual Report document.
- The committee members further revised and completed the IEC Annual Report document.
 - The charge of the IEC was added to the draft.
 - Indicators for Factors 3 (Resource Management) and 4 (Standards of Excellence) were discussed and added to the draft.
- The committee members agreed that a new meeting pattern for the IEC needs to be established.

Action Items:

1. Jessica Gibbs will create and post a survey for a new IEC meeting pattern to the Novell IEC Workspace.
2. Jessica Gibbs will post the revised IEC Annual Report to the Novell IEC Workspace for review.