

Victor Valley College

Meeting of the Institutional Effectiveness Committee- Minutes

Date/Time: 09/19/2008, 1:00-3:00pm **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)	P	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)	P	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 08/29/2008 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 agreed on the following new meeting pattern for the IEC: first and third Fridays at 10:00 am.
- The committee was notified of the data IR provided to “Pick-a-Prof” in compliance with statute. This triggers a discussion about acceptable use of District data.
 - Virginia Moran supplied a working draft for “Access and Use of Institutional Research and Assessments” for Administrative Procedures.
- The committee members further revised the IEC Annual Report document.
 - The definitions of the factors were revised.
- 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 discussed distribution of the IEC Annual Report draft to Senate, College Council, etc., with an accompanying written explanation as well as intent of the use of the factors and indicators in the formulation of Institutional Effectiveness Outcomes (IEOs).

Action Items:

1. Jessica Gibbs will send announcements regarding the new meeting pattern to the committee members with upcoming dates and locations.
2. Virginia Moran will continue the working draft for “Access and Use of Institutional Research and Assessments” for Administrative Procedures.
3. Virginia Moran will edit the working draft of the IEC Annual Report with the revisions made on 9/19/2008 by the committee members and post to the Novell Teaming IEC Workspace for review.
4. Virginia Moran will draft a written explanation as well as intent of the use of the factors and indicators in the formulation of Institutional Effectiveness Outcomes.