

# Victor Valley College

## Meeting of the Institutional Effectiveness Committee- Minutes

**Date/Time:** 11/14/2008, 2:45-4:15pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

**Attendance:**

<b>Members – (P = Present; A = Absent)</b>			
<b>A</b>	Mark Clair (Classified)	<b>P</b>	Jennifer Larriva (Classified)
<b>P</b>	Donna Derryberry (Classified)	<b>P</b>	Marc Skuster (Faculty)
<b>P</b>	Jessica Gibbs (Committee Chair/Faculty)	<b>P</b>	Quynh Tran (Classified)
<b>A</b>	Shirley Gonzalez (Management)	<b>P</b>	Virginia Moran (Administrative Advocate)
<b>P</b>	Lisa Harvey (Faculty/Management)		
<b>A</b>	Paul Williams (Dean)		
<b>A</b>	TBD (Student)		
<b>Guests – None</b>			

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

**1. Adoption of the 10/28/2008 minutes:** The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

**2. Discussion Items:**

1. ACCJC visit report in regards to IE Recommendation.
  - The ACCJC inquired about our process of assessment. Impressed with progress made towards recommendations, but need assessment and documentation procedure in place that may dictate software decisions and forward movement toward our goals.
  - Program Review needs to be in place.
  
2. Program review: compliance rates, quality and relevance. Current status and plans?
  - New chairs will not be elected.
    - The committee recommends that Chairs are to encourage participation of assessment by their faculty to support Program Review. This can be done through Department meetings.
    - Program Review is not required. However, State Senate views this as a professional obligation.

- 2 years ago thirty Instructional departments submitted program review. Last year only twelve submitted program review; no non-instructional departments submitted program review.
  - The IEC recommends that all non-instructional departments participate in Program Review: M&O, Facilities Management, Fiscal, Payroll & Benefits, IE, HR, Student Services, etc.
  - The IEC needs to review the template used by non-instructional departments for Program Review to offer support and recommendations.
- The IEC requests that the 2008 Program Review Reports be posted to the Program Review website for access and review.
- The IEC makes the following Recommendations (to College Council):
  - Request 100% participation (full compliance) from administrative, instructional and any budget-centered area, in Program Review
  - Revisions to AP 1202 Flow Chart:
    1. PRAISE will be submitted first to Division Head (Dean or VP) as a facilitator to set priorities within their Division, then to F/B&P.
  - IEC should review the rubrics from Fiscal/Budget & Planning Committee (prioritizing budget requests)
    1. Assessment should be part of the Rubric, but only as compliance. NOT QUALITY.
    2. FB&P rubric should prioritize budget augmentation- to be shared with Senate and relative constituents for review.
    3. LAC will make recommendations regarding implementation of SLO into the rubric for fiscal considerations.
  - Recommend a formal procedure be written and adopted to be followed for budget request.
    1. Division Deans or VP work as facilitators in collaboration with Academic Dept. Chairs and or Managers. Collaborative, transparent and documented.
      - PRAISE will be submitted to Dean/VP then to F/B&P Committee and LAC (Instructional and Educational Impact).
        - Reports need to go to LAC to report on the areas of continuity and to identify needs
        - Reports need to go to the IEC to review progress on district goal and priorities
      - F/B&P Committee, LAC and IEC contributes to the Annual Report of Planning Progress
  - Deadlines to be set:
    1. Data by 12/12/09 and Reports by 2/17/09 (for now) and Annual Review by 3/6/09.

- PRAISE reports should drive budget development and not just augmentation
  1. IEC needs to review and make recommendations for the template in collaboration with Senate Program Review committee.
- Consider formation of major initiatives that may receive priority in the event that there is additional budget.

**3. Actions:**

- Virginia Moran will update AP1202 flow chart and upload to IEC workspace.
- Virginia Moran will discuss recommendations with the President, Vice President and College Council.
- Lisa Harvey will discuss the IEC recommendations with Faculty Senate.
- Virginia Moran will complete AP 1202 text and upload to the IEC workspace.
- Virginia Moran will upload Campus Support and Student Services templates for Program Review to the IEC workspace.