

Victor Valley College

Meeting of the Institutional Effectiveness Committee- Minutes

Date/Time: 12/12/2008, 2:45-4:15pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

Attendance:

Members – (P = Present; A = Absent)			
A	Mark Clair (Classified)	A	Jennifer Larriva (Classified)
P	Donna Derryberry (Classified)	P	Marc Skuster (Faculty)
P	Jessica Gibbs (Committee Chair/Faculty)	P	Quynh Tran (Classified)
P	Shirley Gonzalez (Management)	P	Virginia Moran (Administrative Advocate)
A	Lisa Harvey (Faculty/Management)		
A	Paul Williams (Dean)		
P	Sheri Schmoll (Student)		
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 11/25/2008 minutes: The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

2. Discussion Items:

1. Spring 2009 Meeting Pattern: 1st and 3rd Friday at 2:30 in the TLC; begins 2/20/2009.
2. Program Review
 - a. Discussion
 - i. The number of budget transfers need to be reduced. Effective management of funds may accomplish this goal.
 1. Every dollar request should have an attended outcome.
 - ii. Each category in the budget will be justified by indicators, driven by each unit.
 - iii. Level of analysis
 1. There need to be appropriate training for analysis
 2. Program goals need to align with district priorities
 - iv. President and College Council needs to initiate Program Review
 1. Add to AP 3250
 - b. Identification of Non-instructional Units of Analysis

- i. Ginnie has provided handouts/documents for recommended/potential units
 - c. Templates
 - i. Ginnie provided Campus Support and Student Service template forms.
 - 1. IEC will review and make recommendations in the January informal workshops.
- 3. AP 1202 update- College Council and Senate.
 - a. Senate did not approve of evaporation of Senate Budget Committee.
 - i. Need clarification of Senate Budget Committee's role
 - ii. Budgeting Rubric- does it exist?
 - iii. IEC should generate a rubric to be used by budgeting committees.
 - 1. Priorities should drive rubric
 - a. Access
 - b. Diversity
 - c. Etc.

3. Action Items:

- a. Virginia Moran will provide object codes on the IEC workspace.
- b. Virginia Moran will edit AP 3250 and post the IEC workspace.
- c. Virginia Moran will contact Debbie Blanchard and Lisa Harvey regarding Senate's role in AP 1202 and budgeting and report to the IEC in February.
- d. Jessica Gibbs will discuss urgency for examination of Senate's role and need for rubric to be shared with IEC with Lisa Harvey.
- e. Virginia Moran will post updates and changes for PRAISE to the workspace as she works with GH.
- f. Jessica will add a folder for PRAISE documents to IEC workspace.
- g. IEC committee members will review Campus and Service Level templates for PRAISE to make recommendations in the January informal workshops.