

Institutional Effectiveness Committee Meeting
March 16, 2012
12:30 p.m. – Room C233
MINUTES

<p><u>CO-CHAIR</u> Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><u>FACULTY MEMBERS</u> Krista Goguen, Library Sonya Valentine, Natural Sciences Susan Briggs, CEC Jeong K. O, Health Sciences Division Jamal Ashraf, Business & Computer Technology</p> <p><u>MANAGEMENT MEMBERS</u> Crystal Kollross, Interim Dean, Institutional Planning & Research Joe Futtner, Division Dn., Visual Arts and Media Studies Division</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Leticia Velez, DSP&S Wendy Lucko, E&T</p> <p><u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst</p> <p><u>GUESTS</u> Sheri Stoddard for Terry</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> Terry Stoddard, Kinesiology Lynora Rogacs, Social Sciences Division Salomon Davila, E & T Otilio Perales, English Division Melanie Willhide, Visual and Arts & Media Studies Stephanie Fleming, Performing & Com. Arts Cecile Davis Anderson, Counseling</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts Division</p>	<p><u>STUDENT MEMBERS</u> Matilde Retrespo</p> <p><u>CO-CHAIR</u> Shelagh Rose, Languages Division</p>
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CALL TO ORDER

C. Olivo convened the meeting at 12:35 p.m. in C233.

INTRODUCTIONS

The committee members introduced themselves.

ANNOUNCEMENTS

There will be no meeting on March 23, 2012.

LEADERSHIP REPORT

C. Olivo distributed her notes from the March 9, 2012 meeting on the IEC's Broad Recommendations. The committee discussed the list of recommendations and grouped them by area.

Change to IEC Meeting Process

C. Olivo informed the committee that the academic deans have requested that they be present at the discussion of the program reviews in their areas. The deans are aware that our meetings are open, but they would like a more formal presence at the evaluation presentations. A discussion followed. The committee agreed to the following changes for fall 2012:

- The IEC would meet formally twice a month. There would be a closed study session and an open session.
- At the study session the teams would present their reconciliation summaries, the committee would get its business in order, and prepare for the open session. At the open session the authors and deans would come in and the teams would present a brief synopsis of the reconciliation summaries.
- If a committee member misses 2 consecutive meetings (unexcused) in a semester the IEC would ask the committee member's shared governance group for a new representative.
- The committee would still reserve a conference room every Friday in order to have space to meet if needed.
- Some study sessions may be scheduled for 3 hours.

SCHEDULED RECONCILIATION SUMMARY PRESENTATIONS

Accounting – April 6, 2012

Biotechnology – April 6, 2012

Culinary Arts – April 6, 2012

Photography – April 6, 2012

Business – April 13, 2012

Reminder: Please post reconciliation summaries to the drop box (2-3 days) before the meetings.

NEW PROGRAM REVIEW ASSIGNMENTS

Team 4 - Radiologic Technology

Team 1 - Graphic Communications

ADJOURNMENT

The meeting adjourned at 2:40 p.m.

Recorded by: Beverly W. Tillman