

INSTITUTIONAL EFFECTIVENESS COMMITTEE
SEPTEMBER 7, 2012 – CIRCADIAN
12:30 P.M.
MINUTES

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Krista Goguen, Library Susan Briggs, CEC Salomon Davila, E & T Cecile Davis Anderson, Counseling Sonya Valentine, Natural Sciences Otilio Perales, English Division</p> <p><u>MANAGEMENT MEMBERS</u> Joe Futtner, Division Dn., Visual Arts and Media Studies Division Jim Arnwine, Division Dn., Performing & Com. Arts Division Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Javier Carbajal-Ramos, TLC</p> <p><u>STUDENT MEMBERS</u> Simon Fraser, Associated Students, President</p> <p><u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst Matt Jordan, Assessment Coordinator</p> <p><u>GUESTS</u> Sheri Stoddard for Terry Stoddard</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 Jeong K. O. Health Sciences Division Melanie Willhide, Visual and Arts & Media Studies</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Wendy Lucko, E&T Division Carlos Altamirano, TLC Leticia Velez, DSP&S</p>
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CALL TO ORDER

C. Olivo convened the meeting at 12:40 p.m. in the Circadian.

INTRODUCTIONS

Committee members introduced themselves.

ANNOUNCEMENTS

- Congratulations to Stephanie Fleming who was appointed Accreditation Coordinator
- The Leadership Council meets every Tuesday from 9:00 a.m. – 10:00 a.m. in Room C221. Any committee member is welcome to attend the meetings.
- “One Book, One College” kick-off on Monday, September 17, 2012 – 6:00 – 8:00 p.m. in the Forum.

- **C. Olivo** gave an update on the status of Program Reviews:
 - Seventeen program reviews were completed
 - Six program reviews were returned to the authors
 - The Culinary Arts Program Review is due September 15, 2012
 - The remaining program reviews are due November, 2012.

APPROVAL OF MINUTES

The committee approved the June 8, 2012 minutes.

RECONCILIATION SUMMARY

The Machine Shop Reconciliation Summary was presented using seven questions that were developed by the Leadership Council. The presenters informed the committee that their presentation is located on the IEC Canvas site. A template for presenting Program Reviews using the seven questions is also available. The Reconciliation Summary will still be used.

C. Olivo asked the committee what they thought of the presentation using the seven questions. The response was overwhelmingly positive.

LEADERSHIP REPORT

City College of San Francisco and the importance of Program Review - **C. Olivo** used the City College of San Francisco's accreditation recommendations as an example of the importance of program review. She recommended that the committee read the recommendations. She will email a copy to the committee.

New Chancellor's Office Tool for Program Review – Link on the Chancellor's Office website, "Doing What Matters." **C. Olivo** pointed out how the document supports the IEC's decision not to do program discontinuance; however, the IEC should be one of the committees that inform the committee that does the program discontinuance.

Machine Shop faculty will be invited to the meeting - The Machine Shop faculty has been invited to the September 14, 2012 meeting.

FUTURE AGENDA ITEMS

Distance Education addition to rubric - The Leadership Council will work on the rubric to include the language for Distance Education. A column to indicate what version of the rubric was used by a program will be added to the IEC tracking document.

Television, Radio and Welding Program Reviews are scheduled to be presented at the September 14, 2012 meeting.

ADJOURNMENT

The meeting adjourned at 2:00 p.m.

Recorded By: Beverly W. Tillman