

**INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**SEPTEMBER 14, 2012 – CIRCADIAN**  
**12:30 P.M.**  
**MINUTES**

The following Institutional Effectiveness Committee members and guests were present:

<p><b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><b><u>FACULTY MEMBERS</u></b> Stephanie Fleming, Performing &amp; Com. Arts Susan Briggs, CEC Salomon Davila, E &amp; T Sonya Valentine, Natural Sciences Otilio Perales, English Division Jamal Ashraf, Math &amp; Computer Sciences Carla Christensen, Health Sciences</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Joe Futtner, Division Dn., Visual Arts and Media Studies Division Jim Arnwine, Division Dn., Performing &amp; Com. Arts Division Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Javier Carbajal-Ramos, TLC</p> <p><b><u>RESOURCE EXPERTS</u></b> David Colley, Interim, Enrollment Manager, Planning Analyst Matt Jordan, Assessment Coordinator</p> <p><b><u>GUESTS</u></b> Phu Nguyen, Engineering &amp; Technology</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> Terry Stoddard, Kinesiology Melanie Willhide, Visual and Arts &amp; Media Studies Krista Goguen, Library Cecile Davis Anderson, Counseling</p>	<p><b><u>STUDENT MEMBERS</u></b> Simon Fraser, Associated Students, President</p>
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**CALL TO ORDER**

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

**INTRODUCTIONS**

Committee members introduced themselves.

**APPROVAL OF MINUTES**

The committee approved the minutes of the September 7, 2012 meeting.

### **RECONCILIATION SUMMARY PRESENTATION**

Machine Shop was the first Program Review to be presented with the authors present (IEC Version 2.0). The authors asked questions and received feedback from the committee. The Machine Shop Program Review was voted on and approved unanimously.

The committee agreed to the following:

- In future presentations, with program review authors in attendance, the IEC co-chairs would make the presentations instead of the reconciler.
- That the 7 questions that guide program review presentations be sent to the program review authors before the meeting so that they can be prepared for the presentations.
- To clarify in the "Process," who is the key contact between the Evaluation Team and the Committee?

### **LEADERSHIP REPORT**

Addition of Distance Education Language to the Rubric - The committee discussed whether programs should include comparison data for online programs to face-to-face programs. It was established that the data should go in the measures section and that D. Colley, S. Rose, and M. Jordan should meet and create the appropriate language for that section. Assignment of New Members to Review Teams - The committee updated the Evaluation Team list.

### **STUDY SESSION**

**C. Olivo** provided data on underrepresented students that was presented at the President's Joint Advisory Symposium on September 8, 2012. The committee viewed and discussed the data. She also provided several articles: "Other Measures of Success," Federal Financial Aid Changes SB1456," and Equity Data. The committee broke into groups of two; each group was assigned an article to read and discuss with the committee.

### **ADJOURNED**

The meeting adjourned at 2:38 p.m.

### **NEXT MEETING**

October 5, 2012

**Recorded By:** Beverly W. Tillman