

INSTITUTIONAL EFFECTIVENESS COMMITTEE
January 25, 2013 – Circadian
12:30 P.M.
MINUTES

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean, SLS Counseling Shelagh Rose, Languages Division</p> <p><u>FACULTY MEMBERS</u> Krista Goguen, Library Stephanie Fleming, Performing & Com. Arts Sonya Valentine, Natural Sciences Cecile Davis Anderson, Counseling Terry Stoddard, Kinesiology Otilio Perales, Andrea Murray, Social Sciences Carla Christensen, Health Sciences</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> Carlos Altamirano, TLC Jeff Hupp, Counseling Gloria Wong, Library Adriana Salgado, Student Health Services Carrie Afuso, Student Affairs</p> <p><u>RESOURCE EXPERT</u> David Colley, Interim, Enrollment Manager, Planning Analyst Matt Jordan, Interim Associate Dean, General Education and Program Review</p> <p><u>STUDENT MEMBERS</u> Diane V. Corral, Associated Students</p>
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The following Institutional Effectiveness Committee members and experts were absent:

<p><u>FACULTY MEMBERS</u> Jamal Ashraf, Math & Computer Sciences Salomon Davila, E & T Dan Raddon, Business & Computer Technology</p>	<p><u>STUDENT MEMBERS</u> Simon Fraser, Associated Students, President Miranda Alvarado, Associated Students</p>
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CALL TO ORDER

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

INTRODUCTIONS

The committee members introduced themselves.

APPROVAL OF MINUTES

The committee approved the January 25, 2013 meeting minutes.

PROGRAM REVIEW POWER POINT PRESENTATIONS

Nursing - The Nursing Program Review was presented. The Nursing Program Review was voted on and approved unanimously.

German – The German Program Review was presented. The committee had several recommendations for the German Program Review author(s). The committee voted to return the German Program Review to the author(s) to be revised and resubmitted in six months.

LEADERSHIP REPORT – DISCUSSION

The Committee discussed the following:

- Policy #2560 - The Institutional Effectiveness Committee with revisions. The revised policy will be in the Drop Box.
- The creation of the IEC specifically addresses the following accreditation recommendations:
Recommendation 1
The team recommends that the college develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes, to determine their effectiveness in improving student learning programs and services and administrative functions. Specifically, the college needs to implement a consistent data set for program review and process improvement. (IB.6, 1B.7)
Recommendation 2
The team recommends that the college expand its assessment of student learning outcomes to include all programs, degrees, and certificates, and, if applicable, learning and support service areas. The team further recommends that the student learning outcomes assessment be incorporated into the program review; program planning, and resource allocation processes. (IB, IIA.2.e, and IIA.2.f, IIB, IIC)
- IEC 3.0 - The committee/teams will go out and see the programs in action.
- To help new members, the committee will setup a date and time for a group program evaluation.

ADJOURNED

The meeting adjourned at 2:33 p.m.

Recorded By: Beverly W. Tillman