

**INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**Friday, November 21, 2014**  
**12:30 PM – Circadian**  
**Minutes**

**PRESENT**

Shelagh Rose, Co-Chair  
Ryan Cornner, Co-Chair  
Joe Futtner, Management Member  
Armando Duran, Management Member  
Terry Stoddard, Faculty Member  
Sonya Valentine, Faculty Member  
Myriam Altounji, Faculty Member  
Krista Goguen, Faculty Member  
Patricia Lynn, Faculty Member  
Carlos Altamirano, Classified Staff Member  
Stephanie Fleming, Faculty Member  
Gloria Wong, Classified Staff Member  
Deborah Bird, Faculty Member

**ABSENT**

Crystal Kollross, Management Member  
Salomon Davila, Management Member  
Rita d'Amico, Faculty Member  
Andrea Murray, Faculty Member  
Chris Weisbart, Classified Staff Member  
Leslie Tirapelle, Management Member  
Carrie Afuso, Classified Staff Member

**CALL TO ORDER**

The meeting was called to order at 1:29 by S. Rose

**APPROVAL OF MINUTES**

None

**LEADERSHIP REPORT**

**a. Process for evaluation of IEC**

The committee discussed ways to improve the process for completing program reviews and more thorough evaluation processes. R. Cornner feels that there needs to be a more formal process for understanding what others outside of the IEC think of the process for evaluation, the use of TaskStream, and how the IEC provides feedback.

There are different levels of evaluation that need to take place: 1) An evaluation of the program review itself 2) An evaluation of the use of TaskStream 3) An evaluation of the process for which people are notified that they are required to complete a program review through the point of submitting the program review 4) An evaluation of the process by which the program reviews are evaluated.

There was discussion about different ways the IEC could get feedback on the process for program reviews as well as various ways to make the processes easier and more understandable for those completing it. Some of the suggestions included:

R. Cornner - possibly sending out surveys to those that have made submissions through TaskStream to get feedback on the processes of TaskStream, including faculty coordinator and managers. Committee members feel that the survey should seek to answer questions such as how they felt through the process of completing a program review, where did they get the support they needed or where did they not get the support they needed to complete it, how can the process be made easier next time around, what were the frustrations that you encountered, etc.

S. Rose - getting a small focus group together; the group will consists of representatives from instructional, admin units, student learning services, CTE, etc.

R. Cornner has volunteered to draft an evaluation process that will consist of something that is iterative where there can be a dialogue, as well as a something that goes broad in terms of working with all those who have made a submission into TaskStream. He will work with the IEC leadership team to draft a survey.

There has been a request that College Council have the IEC on the agenda. They are wanting to know whether or not the IEC should be one of their standing committees.

S. Valentine moves that the IEC recommends to become a standing committee of the College Council; 2<sup>nd</sup> – J. Futtner.  
Motion carried.

#### **b. Accomplishments**

The committee has reviewed a large amount of program reviews:

Basic Skills: 75% (2010-2011)

CTE Certificates: 86% (2011-2012)

AA Majors: 65% (2012-2013 and 2013-2014)

#### **c. IEC Co-Chair**

K. Goguen and S. Valentine presented the motion and statements at Academic Senate.

C. Altamirano presented letter on behalf of the classified staff at the Academic Senate.

#### **d. Leadership group membership**

The IEC leadership is currently looking to fill 3 vacancies on the IEC leadership team.

#### **e. Program Review boot camp**

The program review boot camp was overall well-attended and very valuable. The committee discussed additional ways to assist the departments with completing their program reviews. S. Rose suggested holding more boot camps on a regular basis. The committee also discussed the best possible times to offer them so that more people would be available to attend.

**WORKING GROUPS** – bring laptops

#### **FUTURE AGENDA ITEMS – Discussion with Possible Action**

Spring 2015 IEC meeting calendar

#### **ADJOURNMENT**

The meeting adjourned at 2:16pm