

INSTITUTIONAL EFFECTIVENESS COMMITTEE
Friday, December 05, 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
Deborah Bird, Faculty Member
Carlos Altamirano, Classified Staff Member
Chris Weisbart, Classified Staff Member
Gloria Wong, Classified Staff Member

ABSENT

Crystal Kollross, Management Member
Salomon Davila, Management Member
Rita d'Amico, Faculty Member
Andrea Murray, Faculty Member
Patricia Lynn, Faculty Member
Leslie Tirapelle, Management Member
Stephanie Fleming, Faculty Member
Carrie Afuso, Classified Staff Member

CALL TO ORDER

The meeting was called to order at 1:30 by R. Cornner.

APPROVAL OF MINUTES

T. Stoddard moved to approve minutes for 11/07/14 and 11/21/14 meetings; 2nd – C. Altamirano.
Motion carried

LEADERSHIP REPORT

a. IEC and College Council

R. Cornner informed the committee that the College Council discussed the idea of the IEC being under College Council. He explained to the council that that would mean revising the administrative procedures in the Board policy. They would like for the IEC to come up with a draft and submit it to them. R. Cornner will start drafting these procedures with the IEC leadership group.

Simultaneously, there will be a group that will be meeting to work out issues pertaining to how the College Council is functioning. There is currently a chart that maps out decision-making. It seems to indicate that College Council votes on recommendations, however, the actual procedure connected to the Board policy states that it is only an advisory committee. If there is an issue that arises, they are to send it to a committee or create an ad hoc committee to deal with it and that committee will bring the results back to the College Council as an information item. This is an issue that needs to be rectified. All standing committees will now be at every College Council meeting to do a quick round-the-table check-in.

b. IEC Leadership Retreat 12/12

The IEC leadership team will meet from 9am-12pm on Friday, 12/12/14 in order to streamline and clean-up the calendar. They will also be looking at TaskStream to make sure that everything has been loaded in and that the structures are appropriate for each of the different kinds of program review.

NEW FACULTY CO-CHAIR

R. Cornner - Because the academic senate has not yet had time to weigh in on the status of a new IEC co-chair, the committee will not have an answer until the first senate meeting of the spring 2015 term. The committee will proceed with S. Rose as the co-chair.

If it is decided by the senate that a new IEC co-chair will be put in place beginning in the spring term, R. Cornner will advocate for having all 3 co-chairs (himself, S. Rose and the new co-chair) through spring 2015.

WEBSITE UPDATES

C. Altamirano has updated the IEC website. SLS and administrative unit rubrics will be added once he receives finalized copies as well as a link to completed program reviews. A membership list has also been added.

APPROVAL OF PROGRAM REVIEW FEEDBACK

The committee discussed the program review feedback for Administration of Justice.

Moved for approval: K. Goguen; 2nd: T. Stoddard

Motion carried

The committee discussed the program review feedback for Business Information Technology.

Moved for approval: A. Duran; 2nd: C. Weisbart

Motion carried

The committee discussed the program review feedback for Dental Assisting.

Moved for approval: C. Altamirano; 2nd: D. Bird

Motion carried

FUTURE AGENDA ITEMS – DISCUSSION WITH POSSIBLE ACTION

None

ADJOURNMENT

The meeting adjourned at 2:39pm