

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, January 16, 2015

12:30 PM – Circadian

Notes

PRESENT

Shelagh Rose, Co-Chair
Ryan Cornner, Co-Chair
Chris Weisbart, Classified Staff Member
Sonya Valentine, Faculty Member
Krista Goguen, Faculty Member
Deborah Bird, Faculty Member
Stephanie Fleming, Faculty Member
Salomon Davila, Management Member
Gloria Wong, Classified Staff Member

ABSENT

Crystal Kollross, Management Member
Joe Futtner, Management Member
Terry Stoddard, Faculty Member
Armando Duran, Management Member
Rita d'Amico, Faculty Member
Andrea Murray, Faculty Member
Carlos Altamirano, Classified Staff Member
Myriam Altounji, Faculty Member
Marjorie Smith, Faculty Member
Leslie Tirapelle, Management Member
Carrie Afuso, Classified Staff Member

Call to Order

The meeting was called to order at 12:45pm by S. Rose

Announcements/Intros

Approval of Minutes

Postponed to be reviewed at next meeting

Review of Program Review Structure and Data

Postponed to be discussed at a future meeting

Review of Teams

The committee reviewed and made adjustments to the Program Review teams

Broad Recommendations

The committee reviewed, gave input and made changes to the third draft of the Broad Recommendations. S. Rose will make the necessary revisions and bring them to the next meeting.

Leadership Report

- Improvement Plan – R. Cornner
- Update on Chair Position – S. Rose

The IEC leadership team met and had a conversation about both the long term things that need to be done to have the process of program reviews function on campus, but also recognize that there also needs to be some short term fixes, in the meantime, to help address some of the concerns of those that have to do program reviews now.

The leadership team will work on sending letters out and communicating from the IEC stating which areas of the Task Stream workspaces need to be completed. Someone from the IEC will be designated to be the liaison for any questions.

If the committee is going to effectively connect program review to resource allocation, reviews will have to be done every year. Otherwise, there will always be a situation in which some will have just submitted relevant data for their needs, while others are a year, or so, behind. That is not to say that what is currently being done has to be done every year, as that will be too extensive. However, the committee will have to work towards a process where they allow people the

opportunity to express their needs on an annual basis and update the campus on their progress related to their own recommendations.

Concrete timelines and deadlines will need to be developed concerning when workspaces will be completed and available, when program reviews will be due, etc. IEC members that need to be trained on program reviews will be trained but until that time, the IEC leadership will serve as liaisons.

Data requirements will need instructions. These instructions will have to include topic such as how to look at the data, how to set a target, etc. In some areas, there may need to be some kind of a more narrative-based outcome. Benchmarks of success need to be in place, and possibly relate that to institutional set standards.

There is a need for an individual who can assist people with program reviews, not just from the technical end, but who also understands what outcomes are, how to set targets, what a program review is, and what a good answer might look like. R. Cornner has put in a request for this type of position. It is likely that he will get funding for this position and this person will become the contact person for program reviews.

At the Academic Senate meeting on Monday, 01/12/2015, Eduardo Cairo, Academic Senate President, gave the IEC permission to continue through the spring 2015 term with S. Rose as co-chair. No vote needed to take place. There will, however, be a new chairperson in beginning in the fall.

The committee agrees that there should be clarification that there is a two-year term, but no term limits; therefore, a clear process for filling the co-chair position should be established.

S. Valentine gave a brief update on what she is doing to support program review authors. The idea is to develop an online handbook and/or course. She has included PowerPoints and some videos online. At this point, it is very streamlined, however, she would like to get feedback from the committee before it goes live. She will send out a link to committee members so that they can view it and provide feedback.

Future Agenda Items

None

Adjournment

The meeting adjourned at 2:10pm