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**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
NOVEMBER 15, 2021
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Antoinette Herrera, Sara Jacome, Guy Ras, Will Sapigao, Song-Ho Tran

**Absent**: Colleen Calderon, Judith Girardi, Garry Johnson,  Eric Narveson, VP Pouncil, VP Willis

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# IEC Minutes for November 15ᵗʰ Meeting

The meeting  was officially started at 2:05 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Vicki moved to approve the November 1ˢᵗ Meeting minutes. Guy seconded, everybody approved.


**INFORMATION ITEMS**

- Educational Master Plan (EMP)- Hazel gave an update of the current work of EMP.EMP is currently working on foundational data to identify trends by comparing EVC to other Silicon Valley Community Colleges. EVC is distinctive in several areas – greatest ethnic diversity; more students continuing than other area colleges; comparatively high proportion of EVC Undecided/Other students transfer to a 4-year college or university; EVC students show comparatively higher rates of feeling supported by their college and Student/Faculty Interaction; EVC students perceive, witness, and experience racism less at EVC than they do in the community.
- Institutional Self Evaluation Report (ISER)- The tri-chair committee will be presenting the outline of their drafts on ISER November 17ᵗʰ meeting.
- Update on Program Review on CurriQunet- Fahmida reported that Bob and she tested the program review approval process, and it is working fine .
- Email reminders sent to authors  on 11/14; next reminder 11/21; final reminder 11/27- Committee suggested for sending the final reminder on 11/29th instead of 11/27th.
- Updated List for Mentor/Second Reader- Fahmida shared the updated list for mentor/second reader with the committee.
- Mentor/Second Readers Feedback Timeline- Fahmida went over the

mentor/second reader feedback timeline with the committee to point out the deadlines for providing feedback to the program review authors.

- YESS Program Review- YESS program requested to defer their program review until 2022/23 cycle.

**DISCUSSION ITEMS**

- Review the Mission Statement-Antoinette asked what the timeline is for reviewing the mission statement. Fahmida replied that 2019 was the last time when the mission statement was reviewed and updated. She added that as far as she knows from an email conversation with the past Accreditation Liaison Officer that the mission is not due for reviewing until fall 2022.

**ACTION ITEMS**

- Defer YESS Program Review until 2022/2023 Cycle- Committee voted to defer YESS Program Review until 2022/2023 Cycle.
- Making provision for doing multiple areas of program review in one program review in the interface of program review module in CurriQunet- No decision was made because of lack of quorum.

Meeting was adjourned at 3:35 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
NOVEMBER 1, 2021
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Garry Johnson, Antoinette Herrera, Eric Narveson, VP Pouncil, Guy Ras, Will Sapigao, Song-Ho Tran, VP Willis

**Absent**: Colleen Calderon, Judith Girardi, Sara Jacome

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# IEC Minutes for November 1st Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Guy moved to approve the October 18th Meeting minutes. Vicki seconded, everybody approved.

### INFORMATION ITEMS
- Educational Master Plan (EMP)- EMP was kicked off on October 25th.
- Institutional Self Evaluation Report (ISER)- The tri-chair committee is currently working on gathering evidence for ISER which will be presented on November 17th meeting.
- Program Review Training Sessions on October 20th, 21st, 26th and 28th- Fahmida notified that four more program review training sessions were held on October 20th, 21st, 26th and 28th to help the program review authors in completing their program reviews.
- Program Review Module in CurriQunet- Fahmida gave an update of the program review module. Bob said the system is working fine and shared that the PR module is not showing correct list of courses for Accounting on the program review cover page. Fahmida said that the CurriQunet team is working on fixing the issue. Staring this year, IEC is providing prepopulated data into the program review template as suggested by Academic Senate Ad hoc committee. Hazel suggested in creating share point folder where the excel data for program review can be stored and giving access to the program review authors to the folder. She also suggested to provide access to CROA to the program review authors so that they can access their program review data. Fahmida reminded

that the reason Academic Senate Ad Hoc  committee suggested not to provide the excel spreadsheet to the program review authors any more is to make the process simpler since lots of faculty feel overwhelmed by looking into the excel spreadsheet. Therefore, asking/providing program review authors to access to share point folder or CROA may make them feel overwhelmed as well.

**DISCUSSION ITEMS**

- Mission Statement- The committee reviewed the mission statement. Hazel suggested to change the term 'career technical education' into 'career education'. Antoinette agreed. VP Pouncil said that the mission statement should be reviewed by different committees as it is required by ACCJC.
- What can we do to implement Institutional Effectiveness Partnership Initiative (IEPI) practices in our committee?- Fahmida asked what the charge of IEC is in implementing  Institutional Effectiveness Partnership Initiative (IEPI) practices. VP Pouncil shared a plan and said that IEC should be designing and implementing systematic cataloging and reviewing of college procedures & practices based on the IEPI framework and create and implement process and timeline for regular review and improvement of college procedures & practices. Fahmida asked where we can find the information about  all the policies, procedures, and practices of our college so that IEC can make a plan to review them. VP Pouncil suggested that we should discuss it outside of this meeting. Garry notified that the Curriculum and the SLOAC committee are currently working on this and are going to present their work on tomorrow's Academic Senate meeting.


Meeting was adjourned at 3:14 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**OCTOBER 18, 2021**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Sara Jacome, Garry Johnson, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao

**Absent**: Colleen Calderon, VP Pouncil, Song-Ho Tran, VP Willis

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# IEC Minutes for October 18th Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Henry moved to approve the October 4th Meeting minutes. Eric seconded, everybody approved.

**INFORMATION ITEMS**

- Educational Master Plan (EMP)- Fahmida notified the committee that the EMP steering committee will be meeting with the consultant on October 21st to kick off the Educational Master Plan.
- Institutional Self Evaluation Report (ISER)- Fahmida reported that the 1st draft of ISER is due on October 22nd and the tri-chairs are meeting on October 19th.
- Program Review Training Sessions on October 11th and 12th- Two more program review training sessions were held on October 11th and 12th to help program review authors with their program reviews.
- Update on Program Review Module in CurriQunet- Fahmida gave an update of the program review module. She said that the dropdown menu of foreign language is now have all the foreign languages including sign language.
- Program Review Feedback Survey- The program review feedback survey will be sent to the program review authors by the end of October so that they can share their experiences in completing their program reviews.

**DISCUSSION ITEMS**

- SLO & PLO Compliance and Program Review- Currently, the process IEC have for approving any program review is that all the SLOs and PLOs of the program have to be assessed every two years. In case if any program is outdated it needs to update the program first before doing any work on PLOs. The way IEC worked in the past is that the IEC chair sends the list of program reviews that are due for the upcoming cycle to the SLO coordinator in late April /early May. Then the SLO coordinator reach out to the program review authors in early September and help them to complete their SLO and PLO assessments. Some of the programs that are due for program review this year, have outdated programs which they did not know about. Therefore, they couldn't update/assess their PLOs which is required to get their program review approved. Fahmida raised the question - how can we have a more transparent process so that program review authors know this information ahead of time? Vicki replied that usually at least once a year, Jovita sends the list of outdated programs to the division deans. Henry suggested that it would be good to send a copy of the list of outdated programs to the IEC chair and SLO coordinator.
- Making provision for doing multiple areas of program review in one program review-The committee discussed the rationale for making provision of combining multiple areas of program review in one program review and decided to revisit the issue in upcoming meeting.

Meeting was adjourned at 2:46 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**OCTOBER 4, 2021**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:**  Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Eric Narveson, VP Pouncil, Guy Ras, Will Sapigao, VP Willis

**Absent**: Colleen Calderon, Song-Ho Tran

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# IEC Minutes for October 4ᵗʰ Meeting

The meeting  was officially started at 2:04 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Henry moved to approve the September 20th Meeting minutes. Vicki seconded, everybody approved.

**INFORMATION/DISCUSSION ITEMS**

- Spring 2021 Surveys- Hazel talked about survey results from different  surveys that EVC took part in the Spring such as CCSSE Survey, CCSSE's Race/Ethnicity Pilot Survey, USC Survey, Winter-Spring 2021 CCC Statewide Enrollment Survey, Precision Campus Survey. She also shared the Survey Schedule Calendar with the committee.

- Update on Institutional Self Evaluation Report (ISER)- VP Pouncil provided an update on ISER development and process for the ACCJC Fall 2023 physical visit. He said that in this cycle, EVC will have a tr-chair model that includes faculty, classified professionals as well as administrators. IEC will serve as ground zero for pivoting and doing and the ISER committee will share out information here. Dr. Pouncil added that ISER updating review meeting was held on September 23ʳᵈ where they reviewed the work that is already in progress. He shared the accreditation timeline and the development of the ISER as well. The deadline for the 1ˢᵗ draft of the document is October 22ⁿᵈ.

- Issues with program review module in CurriQunet- Fahmida shared with the committee two issues in the program review module that are needed to be

fixed. The first one is the drop-down list of Foreign Language that does not show Sign Language – it only shows French, Spanish and Vietnamese. The second issue is some programs in student services areas and in Language -Arts division would like to cluster the program reviews of multiple areas. For example, combining French, Sign Language, Spanish, and Vietnamese in one Foreign Language program review or combining Counseling, Early Alert, Probation/Dismissal, transfer Center in one program review. But the problem is that the current structure of the program review module does not have provision for doing so. Therefore, the only way, program can combine multiple areas of program review is to combine the data ( for example, using the average of the data for French, Sign Language, Spanish, and Vietnamese). But this would not reflect the actual trend in data for each area of foreign language. The committee discussed the issue at a great length. VP Willis shared his concern about data integrity and said how can we evaluate if we combine individual services in student service areas- for example, transfer center services is different from counseling services. Antoinette suggested that the program review authors need to explain in the narrative the data trend for each of their areas. VP Pouncil said that the Foreign Language should complete separate program reviews to preserve the data integrity.

- Mentor and Second Reader Notification Emails were sent last week- Fahmida notified the committee that the mentor and second reader's notification emails were sent to the deans and program review authors in the week of October 25th.

- Review how the PR Training Session went- Fahmida reported that the program review training sessions on September 27th, 29th and October 1st were well attended. These Training sessions were scheduled to help the PR author with their program reviews especially with the data questions. This year , the training is crucial because starting this year we are going to use CurriQunet for program review.

**ACTION ITEM**

To preserve the data integrity, the Committee unanimously voted that program should not cluster multiple areas of program review in one program review in the current structure of program review module.

Meeting was adjourned at 3:35 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**SEPTEMBER 20, 2021**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:**  Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Eric Narveson, Guy Ras, Will Sapigao

**Absent**: Colleen Calderon, Judith Girardi, Antoinette Herrera, Saeed Maged, VP Pouncil, Song-Ho Tran, VP Willis

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# IEC Minutes for September 20th Meeting

The meeting  was started officially at 2:09 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Guy moved to approve the May 3rd Meeting minutes. Bob seconded, everybody approved.

**INFORMATION/DISCUSSION ITEMS**

1. Accreditation
   - Update on Institutional Self Evaluation Report (ISER)- Fahmida reported that the ISER teams  have  reviewed the previously submitted Institutional Self Evaluation Study (ISER) and have been working on the sections that have been assigned to each team. The team will be meeting next week to convene and provide updates on ISER timeline, section updates etc.

2. Program Review
   - Update of program review module on the CurriQunet- So far, the program review module is working fine without any problems. Fahmida requested  the members to test the system as much as they can. Vicki suggested that we need to test whether program review goes through the approval process correctly when it is launched. Committee agreed.

- Discuss PDD Program Review Session - The program review session on August Professional Development Day was successful and well attended. Couple of great feedbacks were received from the attendees.
- PR Training Sessions: Sep 27, Sep 29, and Oct 1- Training sessions are scheduled to help the PR author with their program reviews especially with the data questions. Also, the training is crucial because starting this year we are going to use CurriQunet platform for program review.
- Assign mentors for 2021/22 cycle and late PR cycle- Committee agreed on the assigned mentor list for 2021/22 cycle and late PR cycle.
- Establish goals for the IEC 2021/22 academic year- The committee approved the following goals for 2021/22 academic year:
  - Go live on CurriQunet
  - Create frequently asked questions (FAQ)
  - Reevaluate the processes
  - Prepare Program Review Schedule for the next ten years
  - Assess special program needs and update the program review templates accordingly
  - Complete and post instructional video for completing program review in CurriQunet

3. Strategic Planning

- Educational Master Plan (EMP)- President Gilkerson provided a broad overview of the kickoff of the EMP. The last EMP for our college was done in 2015 and it was 200 pages long. She said that we usually build our EMP and then go to our strategic plan process to implement the EMP. She added that part of her philosophy around this is how do we make things easier for our college and who says we have to do that way. What is important is that a college adopts and understands where they would want to go and then actually does good processes to evaluate where that is and to think about how they are going to get there. Dr. Gilkerson shared the guiding principles of developing an Educational Master Plan for EVC which will be centering students' voices as the primary source of data. This also will create opportunities for students, employees and community input and embedding opportunity, equity, and social justice as foundational to plan's development. She continued that the idea here is to create a actionable plan, as a guide for the college's future direction-not to create a 200 pages document- create a 20/30 pages document that really does sort of collapse and codified, but that gives us framework so that we do not have to build a strategic plan. She said that we will be having a data dashboard and in the fall semester, we will be listening and hearing from our students directly- we will be doing student focus groups and an external environmental scan as well. We have done surveys and we have AB705 plan , equity plan. So we want to take all these data and really understand it and use it as foundational to community engagement input. President Gilkerson shared the tentative timeline for implementing the kickoff of the EMP as well. Bob asked how many years are the EMP for? Dr. Gilkerson replied that we usually do it for every 5 years. Eric asked whether we have to get back to the facilities master

plan once we have our EMP and the president replied yes.

Meeting was adjourned at 3:39 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**MAY 2, 2022**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:**  Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Guy Ras, VP Willis

**Absent**: Colleen Calderon, Sara Jacome, Will Sapigao, Song-Ho Tran, VP Pouncil
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# IEC Minutes for May 2nd Meeting

The meeting was officially started at 2:12 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Vicki moved to approve the April 18th Meeting minutes. Judith seconded, everybody approved.

**INFORMATION ITEMS**
- Standard Operating Procedure- VP Willis explained what Standard Operating Procedure is since it is important to understand the definition first. He shared a template for Laney College Standard Operating Procedure. The committee decided to work on creating one.
- EVC Mission and Vision Statement- It was an information item on April 18th meeting. Committee reviewed the new mission and vision statement side by side and agreed that the new proposed mission statement is forward looking.
- Program Review Recommendation for a Four-Year Rotational Cycle- Fahmida notified the committee that IEC will be recommending for a four-year program review rotational cycle at tomorrow's Academic Senate meeting. The rationale behind is that for the 2021/2022 academic year, there were a total of 29 program reviews due. Out of 29 program reviews, 15 were out of compliance. Considering this new data, it would be best for the college to implement a four-year rotational cycle for program review, which provides appropriate scaffolding for departments to coordinate required assessments of programs and services that inform a thorough and comprehensive departmental program review.
- Assess special program needs and update the program review templates accordingly- update- Fahmida informed the committee that she reached out to the chairs of special programs and reviewed the program review templates with

them to assess special programs needs. They all agreed that the question number 3, 5, 6 and 7 in the Curriculum part of the instructional program review template is not applicable to special programs. Therefore, they do not need to answer these questions.

- Frequently asked questions (FAQ) for program review- Fahmida shared the frequently asked questions with the committee. This will be posted on the program review page.
- Program Review Feedback Survey Results- Fahmida shared the results for the Program Review Feedback Survey. The response rate was 48%. Most of the feedbacks were positive but one thing that the program review authors suggested was to provide the mentor and second readers' feedback earlier than first week of spring semester.

**DISCUSSION ITEM**

- Complete the Committee Self-Evaluation Report- Committee completed the Self- Evaluation Report. IEC accomplished all the goals that was set for 2021/22 cycle.

**ACTION ITEMS**

- Educational Master Plan-The committee unanimously voted to approve the new Educational Master Plan.
- EVC Mission and Vision Statement- The committee unanimously approved the new mission and vision statement.

Meeting was adjourned at 3:28 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**APRIL 18, 2022**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, President Gilkerson, Judith Girardi, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao, VP Willis

**Absent**: Colleen Calderon, Sara Jacome, VP Pouncil, Song-Ho Tran

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# IEC Minutes for April 18th Meeting

The meeting was officially started at 2:02 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Henry moved to approve the April 4th Meeting minutes. Bob seconded, everybody approved.

**INFORMATION ITEMS**

- Educational Master Plan (EMP)- The draft of the EMP and the new mission and vision statement was shared with the committee. President Gilkerson said that the updated draft will be shared publicly tomorrow and will be presented to the College Council on April 25th. The president shared the goal for EMP (shorten students' time to educational goal completion and eliminate equity gaps in goal achievement) as well as the key actions to achieve the goal. She also talked about the metrics to achieve the goal. The progress in achieving the EMP goal would be measured by average units earned upon degree completion, average terms enrolled upon degree completion, equity gaps in units earned upon degree completion, and equity gaps in semester enrolled upon degree completion. Dr. Gilkerson discussed the annual implementation process for EMP. IEC will be creating EMP implementation guide for the implementation process. Henry commended college's effort in shortening students' time to complete their educational goals.
- Institutional Self Evaluation Report (ISER)- update- ISER draft was sent to the campus on April 5th for feedback and review. A link for the feedback form was provided to collect feedback from the campus community.
- Update on Program Review Module in CurriQunet- Fahmida reported that the program review module has been updated with EVC's new institutional set standard 72% and aspirational goal 75%.

- Program Review Recommendation for a four-year rotational cycle- Last spring IEC unanimously voted for four-year rotational comprehensive program review cycle. This year there was a total of 29 program reviews and out of these 29 program reviews, 15 of them did not fulfil the program review approval requirement. IEC had to provide three additional weeks to the program review authors to complete SLO assessments and update out of date programs/courses. Considering the new data, IEC will request the College Council to implement the four-year rotational cycle by scaffolding work for each year.
- Institutional Effectiveness Partnership Initiative (IEPI)-update- The committee have discussed at the prior meetings on how to design and implement systematic cataloging and reviewing college procedures and processes. Fahmida said that we need to investigate the standard operating procedures-not established policies that are creating internal barriers for our students. For example, we need to look at Admission and Record Policy. She suggested to add a question into the PR template to collect information whether the program is creating any internal barrier for the students by any of its standard operating procedure. She added that since we do not have annual program review, to collect and cataloging college procedures we can collect information from the Dean of enrollment and Dean of student services as well. VP Willis said that we need to clarify first what is meant by standard operating procedure. He added that he would be happy to provide a definition for the standard operating procedure. Antoinette emphasized the need for creating a manual for standard operating procedure. The committee agreed to work on this.

## VI. ACTION ITEM

Change the Statement in the Instructional Program Review Template – **"Your program review will not be approved unless every SLO for every course in your program, and every PLO (if your program has a degree or certificate) is complete and approved by EVC's SLO Coordinator. All SLOs and PLOs must be assessed every two years"** into
**"List any SLOs or PLOs that have not been assessed in the last two years and provide an explanation of why they have not been assessed. This will be reviewed by the IEC to determine if your Program Review is approved or not."**

The committee unanimously voted to approve the changes.

Meeting was adjourned at 3:25 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**APRIL 4, 2022**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:**  Hazel De Ausen, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Eric Narveson

**Absent**: Vicki Brewster, Colleen Calderon, Antoinette Herrera, Sara Jacome, Guy Ras, Will Sapigao, Song-Ho Tran, VP Pouncil, VP Willis

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# IEC Minutes for April 4th Meeting

The meeting was officially started at 2:06 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Bob moved to approve the March 21st Meeting minutes. Judith seconded, everybody approved.

**INFORMATION ITEMS**
- Program Review
  - IEC Chair Report: Fahmida reported that program reviews for Biology, CADD, and MATH will be forwarded to the College Council. Accounting, BIM, Survey and Geo, and Tutoring will move to the next PR cycle. Counseling, Enlace, and Sign Language are pending verification of recommended changes by the mentor. CIT, and History are pending verification of course updates in the curriculum review process.
  - Authors or representative of approved Program Reviews are welcome to address IEC with the accomplishments and future goals of their program – Bhawana Kamil talked about Philosophy program. Darcy Ernst talked about Biology program. Dean Kunkle talked about Library division office.
- Educational Master Plan (EMP)- update- EMP ad hoc committee met on March 19th to work on the new mission and vision statement for the college.

- Institutional Self Evaluation Report (ISER)- update- Fahmida notified the committee that the ISER draft will go to the different constituency groups in April for review.
- Frequently Asked Questions (FAQs) for Program Review- Fahmida reminded the committee to send her the frequently asked questions so that she can finish up the list.

**VI.    ACTION ITEM**

Change the Statement in the Instructional Program Review Template – **"Your program review will not be approved unless every SLO for every course in your program, and every PLO (if your program has a degree or certificate) is complete and approved by EVC's SLO Coordinator. All SLOs and PLOs must be assessed every two years"** into
**"List any SLOs or PLOs that have not been assessed in the last two years and provide an explanation of why they have not been assessed. This will be reviewed by the IEC to determine if your Program Review is approved or not."**

There was no quorum. Therefore, the committee will vote on this item at the next meeting.

Meeting was adjourned at 2:44 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**MARCH 21, 2022**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Colleen Calderon, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Guy Ras, Will Sapigao

**Absent**: Henry Estrada, Sara Jacome, Song-Ho Tran, VP Pouncil, VP Willis

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# IEC Minutes for March 21st Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Judith moved to approve the March 7th Meeting minutes. Guy seconded, everybody approved.

**INFORMATION ITEMS**

- Educational Master Plan (EMP)- update- On March 21st meeting, the EMP committee discussed about mission, vision, and values, student voice and vignette overview, and themes and goal- setting. Student voice and data points suggested the following goal - Shorten students' time to educational goal completion and eliminate equity gaps in goal achievement. To shorten students' time to completion we need to fully implement AB705; increase the percentage of students who complete transfer level math and English in their first year; support our counselors; intentionally sequence our course offerings to allow students to complete their program of study expediently; offer fully online Associate Degrees and certificates; implement a degree audit tool; invest in innovation, technology, and professional development.
  To eliminate equity gaps, we need to humanize the curriculum to include plural voices; increase on-campus and community-based student engagement opportunities to create student belonging and support; diversify the faculty; consider expanding program offerings that lead to high demand occupations that provide a living wage; expand mental health support to students; include more students in early outreach programs (TRIO, Upward Bound) in the underserved communities in East San Jose; invest in innovation, technology, and professional development.

- Institutional Self Evaluation Report (ISER)- update- ISER group met on March 16th for a group editing session to refine the 1st draft. The group will be offering a PDD session on March 25th to engage the college community and gather feedback.
- Institutional Effectiveness Partnership Initiative (IEPI)- update- Fahmida reported that she reached out to the deans and different constituency groups and request for a list of their procedures & practices and waiting for their responses.
- Program Review: IEC Chair recommendation is that the following programs are accepted by IEC and moved forward to the College Council. These Programs will have two reads.
  - Auto, DSP, EOPS, Health Services, LRC Open Lab, Philosophy, Sociology, Spanish, Transfer Center, Vietnamese, Women and Gender Studies, SSHAPE Division Office, and Library Division Office.
  - The following will be late and move to the next PR cycle - BIS, BUS, French, T & I since no /updated draft has been submitted.
  - The committee need to make decision about rest of the program reviews on April 4th meeting. These programs have completed the program reviews but did not fulfil SLO/PLO compliance requirement for approving program reviews.
- SLO/PLO Compliance and Approval of Program Review- Fahmida notified the committee that she met with VP Pouncil along with Curriculum chair and SLO coordinator to discuss strategy that can be taken to address this issue. The team agreed on providing program review authors a timeline (until March 31st) to complete 2021 SLO assessments and update out of date courses and programs. The approval of program reviews will be dependent on the completion of these tasks.

**DISCUSSION ITEMS**

- Faculty Compensation Process for Completing Program Reviews by Adjunct Faculty or Faculty with FSA- The committee agreed on closing the loop and decided that Dean Herrera and Dean Calderon would reach out to the Vice-President for an identified source of fund that can be used to compensate adjunct faculty or full-time faculty with FSA for completing program reviews.
- ISER Feedback Break Out Session- The committee used the breakout rooms and worked in groups to review the ISER draft for Standard I. A feedback form was provided to collect the responses from the reviewers. The feedback collected from this session will be used to update the draft.


Meeting was adjourned at 3:30 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**MARCH 7, 2022**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, VP Pouncil, Guy Ras, Will Sapigao

**Absent**: Colleen Calderon, Sara Jacome, Antoinette Herrera, Song-Ho Tran, VP Willis

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# IEC Minutes for March 7th Meeting

The meeting was officially started at 2:01 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Vicki moved to approve the February 7th Meeting minutes. Will seconded, everybody approved.

**INFORMATION ITEMS**

- USC Survey Results, Student Focus Group Results, and Student Course Modality Survey Results –Hazel discussed the survey results for the three surveys. USC survey is the Collegiate Campus Climate Survey that EVC did in spring 2021.The results will be shared with the student equity committee and probably be added to the Student Equity Plan which is due in November 2022. EVC is going into the 2$^{nd}$ year participating Racial Equity Leadership alliance with the USC Race and Equity Center and there will be more professional development opportunities for staff, faculty, and administrators. EVC did a focus group with Black African American students in December 2021. This was a pilot survey. The results shows that 73% of Black African American students believe racism exists at the college; 50% had witnessed racism at the college; and 36% did not feel they belong in the college. VP Pouncil mentioned that Student Equity Committee will be doing focus groups for other identity groups as well. The response rate for Student Course Modality Survey was good-around 18%. It had questions like 'Are they planning to enroll in classes at EVC or SJCC in fall2022?'. The survey results will be used for planning the student equity. The modality survey results was sent to the deans so that they can use it for planning their courses.
- Educational Master Plan (EMP)- EMP is holding in-person and zoom visioning sessions on March 9$^{th}$ and March 10$^{th}$ so that everybody's voice is heard as the

college examine data to help assess EVC's mission, vision, and values and identify and update goals to help our college meet them.

- Institutional Self Evaluation Report (ISER)- ISER 1st draft was submitted on February 16th. The chairs for different standards met on March 2nd for two hours working session to work on updating their drafts.

- Institutional Effectiveness Partnership Initiative (IEPI)- Fahmida informed the committee that IEC was assigned to design and implement systematic cataloging and review college procedure and practices based on IEPI framework. She added that she discussed this with VP Pouncil and the plan is to reach out to the deans and different constituency groups and request for a list of their procedures & practices. Vicki asked which area we will be focusing on for the procedures & practices? VP Pouncil said that we need to have a global look at all of our procedures and practices and determine how inclusive and humanizing our policies and practices are.

- Frequently Asked Questions (FAQs) for Program Review Module- IEC members were requested to send frequently asked questions for the program review module to the chair so that she can compile them and ready the document for review.

- Updates on PR submitted (post feedback)- Fahmida reported that most of the program review authors have updated their drafts based on the feedback from the mentor and second reader except BIS, French and T&I. These programs will be moved to the next cycle as late PRS. Mentors- Henry, Vicki, Bob, Guy, Judith, and Will provided update on their assigned program reviews. Henry talked about BIM and Survey and Geo program review and shared his concern that SLO and PLO assessment for Survey and Geo is not completed since there is no full-time faculty for this program. He stressed the need of hiring a full-time faculty for Survey and Geo program since it has the 3rd largest number of offerings in terms of individual courses in the program after Math and Biology and it exceeds engineering, Physics and Computer Science.

**DISCUSSION ITEM**

- SLO/PLO Compliance and Approval of Program Review- The requirement of IEC for approving instructional program review is that every SLO for every course and every PLO (if a program has a degree/certificate) needs to be completed and approved by SLO coordinator. But the problem we are facing is lots of program that are up for PR this year have outdated programs and do not have PLO compliance. In order to complete the PLO assessments, programs need to be updated first. To reach our goal for Accreditation, it is crucial to complete the SLO/PLO assessments. The committee discussed this issue at a great length. Vicki said that we should not relax the SLO/PLO requirement since accreditation is coming and if we do it this year then we need to do it next year and year after that. Henry said that we are confronting the larger picture here -the accreditation body will look at this and will hit us hard. He suggested to work with the faculty on those particular programs and make every effort to round up whoever conducted or who was responsible for those assessments and try to get something done. He added that IEC should reached out to the deans to encourage faculty to complete this important task.

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Meeting was adjourned at 3:35 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**FEBRUARY 7, 2022**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Sara Jacome, VP Pouncil, Guy Ras, Will Sapigao, VP Willis

**Absent**: Colleen Calderon, Henry Estrada, Song-Ho Tran

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# IEC Minutes for February 7th Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Antoinette moved to approve the December 6th Meeting minutes. Vicki seconded, everybody approved.


**INFORMATION ITEMS**

- Educational Master Plan (EMP)- EMP is holding in-person and zoom visioning sessions on March 9th and March 10th so that everybody's voice is heard as the college examine data to help assess EVC's mission, vision, and values and identify and update goals to help our college meet them.
- Institutional Self Evaluation Report (ISER)- VP Pouncil provided an overview of ISER and shared important due dates. The 1st draft is due on Feb 16th. The ISER committee will be meeting with ACCJC liaison on Feb 16th for an advanced ISER training.
- Update from mentors and Fahmida on Program Review- Bob said that French did not answer most of the questions in their 1st draft and therefore there is no point for mentor and second reader to complete the feedback rubric. Fahmida said that French would like to work on their draft and submit it by the February deadline. She added that the draft will be sent back to them so that they can update it. Fahmida reported that SSHAPE Division Office and Translation and Interpreting (T &I) have not submitted their 1st draft yet. Antoinette said that the SSHAPE Division Office will be submitting their 1st draft today.
- Review Program Review Feedback Timeline-The committee reviewed the program review feedback timeline. Fahmida notified the committee that the program review feedback rubric had been sent to the program review

authors for most of the programs and the rest will be sent by the end of the day.

- Program Review Module in CurriQunet- Issue- Fahmida shared with the committee that the notification email feature for mentor and second reader was not working after the change made to the assigned mentor and second reader for DSP and Women and Gender Studies but the issue had been fixed.

**ACTION ITEM**

- Approve/Vote on EVC Course Success Rates - institutional set standard and stretch/aspirational goal- The committee unanimously voted for 72% for institutional set standard and 75% for aspirational goal.

Meeting was adjourned at 2:48 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**DECEMBER 6, 2021**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Sara Jacome, Eric Narveson, Guy Ras, Will Sapigao, Song-Ho Tran

**Absent**: Colleen Calderon, Garry Johnson, VP Pouncil, VP Willis

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# IEC Minutes for December 6th Meeting

The meeting  was officially started at 2:02 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Vicki moved to approve the November 15th Meeting minutes. Guy seconded, everybody approved.

**INFORMATION ITEMS**

- 2021-2022 Institutional Set Standard and Aspirational /Stretch Goals- Hazel shared the documents on Credit Course Retention/Success Rate Summary Report of California Community Colleges Chancellor's Office and Student Success metrics Dashboard data on Institutional Set Standard (ISS) and Aspirational /Stretch Goals. The committee discussed the issue and was interested in examining the term success rates. The committee was inclined to have 1% or 2% increases for the goals. The committee decided to vote on this issue in the next meeting.
- Educational Master Plan (EMP)-Fahmida said that EMP is currently looking into the dual enrollment data and doing a focus group with Associated Student Government. Hazel said that EVC's numbers for dual enrollment data were lower than the neighboring colleges and it was because of College and Career Access Pathways (CCAP) agreements and agreements between the high school districts. She added that the number was low also because EVC's numbers went low at the end of fall 2020 since EVC did not have any dual enrollment courses.
- Institutional Self Evaluation Report (ISER) – Antoinette reported that the ISER tri-chair committee is currently working to complete the 1st draft which is due on February 16th, 2022.
- Report on November 30 deadline being met- Fahmida reported that out of 29 program reviews that were due this year, 22 program reviews had met the

November 30<sup>th</sup> submission dateline and 7 program reviews were late.

- Launching Program Review Module in CurriQunet- Issue- Fahmida notified the committee that launching the Program Review Module in CurriQunet was successful. There were no glitches, or the system did not break down.

**DISCUSSION ITEM**

- Review of Mission Statement- The committee  discussed at a great length whether it is needed to review and revise the mission statement. The College reviewed and revised the mission statement in Fall 2019 and changes were approved locally in Fall 2019. Fahmida informed the committee that page 4 of Integrated Planning Manual states that the frequency of reviewing college mission is every 3 years. Therefore, the review of college's mission statement is due in Fall 2022. Fahmida added that this was confirmed by our previous accreditation Liaison Officer(ALO) Dean Apen as well.

Meeting was adjourned at 2:44 pm.