Table of Contents

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
SEPTEMBER 19, 2022
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Hazel De Ausen, Colleen Calderon, Shara Crary, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Eric Narveson, Will Sapigao, VP Pouncil, VP Willis

Absent: Vicki Brewster, Bob Brown, Sara Jacome, Guy Ras, Song-Ho Tran

_____

IEC Minutes for September 19th Meeting

The meeting was officially started at 2:07 pm.

There was no public comment.

APPROVAL OF MINUTES: Antoinette moved to approve the May 2nd Meeting minutes. Will seconded, everybody approved.

INFORMATION/DISCUSSION ITEMS

- Update on Institutional Self Evaluation Report (ISER)-VP Pouncil said "we are in the process of completing and wrapping up our institutional self-evaluation report". He provided a timeline to show where we are in the process, and what we are doing in terms of these stakeholders' presentations. He shared the current ISER draft with the committee for reviewing as well.
- 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.
- Program Review Training Sessions: Sep 26, Sep 28, and Sep 30- Training sessions are scheduled to help the PR author with their program reviews especially with the data questions and how to use the Program Review module in CurriQunet.
- Assign mentors for 2022/23 cycle and late PR cycle- - Committee agreed on the assigned mentor list for 2022/23 cycle and late PR cycle.
- Establish goals for the IEC 2022/23 academic year- The committee approved the following goals for 2022/23 academic year:
  - Complete Standard Operating Manual
  - Create a plan and map out Four-Year Rotational Program Review Cycle
  - Establish a calendar for Institutional Set Standards

- Changing the meeting time- The committee decided not to change the current meeting time.
- Four-Year Rotational Program Review Cycle-IEC recommended the Four-Year Rotational Program Review Cycle to the College Council last year. VP Pouncil reported that College Council approved the Four-Year Rotational Program Review Cycle last spring. He also added that President Gilkerson, just provided an update to college Council last week that we will adopt the four-year cycle. But we will use this academic year to review our current programs, and we will institute the four-year cycle in the next academic year.

Meeting was adjourned at 3:00 pm.

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

Present: Hazel De Ausen, Vicki Brewster, Bob Brown, Colleen Calderon, Shara Crary, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Eric Narveson, Will Sapigao, VP Pouncil

Absent: Antoinette Herrera, Sara Jacome, Guy Ras, Song-Ho Tran, VP Willis

_____

IEC Minutes for October 3rd Meeting

The meeting was officially started at 2:06 pm.

There was no public comment.

APPROVAL OF MINUTES: Colleen moved to approve the September 19th Meeting minutes. Will seconded, everybody approved.

INFORMATION ITEMS

- Update on Institutional Self Evaluation Report (ISER)- VP Pouncil informed the committee that the ISER document was sent last week to the entire EVC community along with an engagement form for feedback. The feedback period was Monday through Friday. He added that six data points were received from EVC. ISER team members, editor and he reviewed those comments and made updates to the ISER draft. VP Pouncil said that we will work on refining the document and are still waiting on a few pieces from our district office. The draft will be presented to the Board as first read on October 25th and then the secondary will be on November 15th Board meeting.
- Review how the PR Training Sessions went- Fahmida reported that the program review training sessions on September 26th, 28th and 30th were well attended. These Training sessions were scheduled to help the PR author with their program reviews especially with the data questions.
- Update on Program Review Module- Fahmida walked through the committee the Program Review Module and said that she is working with the CurriQunet vendor so that information about SLO/PLOs and assessment results can be extracted from the Assessment Module to the Program Review module. This will help program review authors since they do not need to go back and forth to the

Assessment module and Program Review module for assessment results in completing their program reviews.

- Map our Plan and Process for the Implementation of Four-Year Rotational Program Review Cycle- IEC will work with the president, vice presidents and Academic and Classified Senate to map the plan and process for the Implementation of Four-Year Rotational Program Review Cycle. The committee discussed how to handle the increase load of number of program reviews. Hazel suggested that we can ask faculty outside of IEC members to review program review drafts. Vicki suggested to include classified staffs in reviewing the program reviews.

- College Resource Allocation Rubric for CBC-Fahmida notified the committee that she had been working with the Budget Committee to finalize the College Resource Allocation Rubric. Development work is needed to add the rubric to the Program Review module. Therefore, for this year program review, the rubric will be sent to the program review authors and IEC will request them to fill up the rubric and add it as an attachment with their Program Review draft.

- Minimum Requirement for a Program - Fahmida stressed the need for establishing a minimum bar to qualify for completing program reviews. Eric agreed and said, "Should we establish some kind of minimum bar to that qualifies as a program for the purposes of program review especially because now we are moving to a four-year program review cycle?" Vicki said, "If the reason for the program view is to find out the effectiveness of a particular department and our program, then they need to do it." Colleen agreed on having a bar. She continued by saying that let's say the program has only one class, but they have sixteen sections of that class. Then they need to think about developing a degree.

- Distance Education, Business Information System and Natural Science Program Review- Distance Education requested to defer their program review. They want to create service area outcomes (SAOs) first before completing their PRs. Business Information System (BIS) also requested to defer their PR since the full-time faculty is on medical leave indefinitely. Natural Science requested for not submitting their PR since they only offer one course. Committee discussed the situation and decided to make a decision at the next meeting.

DISCUSSION ITEM

- Standard Operating Manual- The committee discussed the item and agreed that this is an enormous task to work on and need to decide on the areas that we would work on first. They decided to discuss the item further at the next meeting.

Meeting was adjourned at 2:52 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
OCTOBER 17, 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, Eric Narveson, Guy Ras, Will Sapigao, VP Pouncil

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

_____

IEC Minutes for October 17th Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

APPROVAL OF MINUTES: Vicki moved to approve the October 3rd Meeting minutes. Antoinette seconded, everybody approved.

INFORMATION ITEMS

- Mentor and Second Reader Notification Emails were sent in September-The committee was notified that the mentor and second reader notification emails were sent to the deans and program review authors in the week of September 19th and 26th.
- Recommendation for time allotted and compensation received by associate faculty/ faculty with FSA in programs with no full-time faculty- Fahmida stressed the need for establishing the time allotted and set aside an account for compensating the associate faculty or faculty with FSA in completing a program review. The committee discussed the issue at a great length and decided to set the allotted time for ten hours provided that the faculty had already completed the SLO/PLO assessments and program review training session. The committee decided to have a list of the department/programs which do not have fulltime faculty ready before approving the ten hours allotted time.
- Update on Program Review Module- Fahmida reported that the program review module is not extracting information correctly from assessment module and the CurriQunet team is still working on fixing this problem.
- EMP Implementation Plan- The president will be holding a summit for EMP Implementation Plan on zoom on October 31st to inform the campus community

how to implement the strategic plans by adopting key actions and setting a timeline for completing these actions by each department.

- Map our Plan and Process for the Implementation of Four-Year Rotational Program Review Cycle- Update- IEC will create first a program review schedule for four-year cycles. It will be then shared with different constituency groups and IEC will be collecting feedback and recommendation before implementing it for 2023/24 program review cycle.

DISCUSSION ITEMS

- Minimum Requirement for a Program – The committee discussed the item and decided to work on this before the next meeting. Eric and Judith will work on creating a proposal on 'What constitutes a program?' to share with the committee at the next meeting.
- Standard Operating Manual- The committee discussed the item and decided not to undertake this enormous task at this time.

Meeting was adjourned at 3:06 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
NOVEMBER 7, 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, Will Sapigao, VP Pouncil, VP Willis

Absent: Colleen Calderon, Sara Jacome, Eric Narveson, Song-Ho Tran

_____

IEC Minutes for November 7th Meeting

The meeting officially started at 2:04 pm.

During public comments, Fahmida reminded the committee about the EVC ISER Update and Q&A zoom session at 3:30 pm today.

APPROVAL OF MINUTES: Vicki moved to approve the October 17th meeting minutes. Will seconded, everybody approved.

INFORMATION ITEMS

- Educational Master Plan (EMP) Implementation Plan- update- President Gilkerson held a campus-wide EMP Implementation Plan forum on October 31st to focus our collective efforts on shortening students' time to educational goal completion and eliminating equity gaps in goal completion. Departments/programs were asked to fill up the EMP implementation sheet by Friday, December 2nd to record their goals and key actions in order to mapping and integrating what is happening throughout the campus. Fahmida shared the implementation sheet with the committee. VP Willis said that the student affairs are exercising this task as well.
- Institutional Self Evaluation Report (ISER)-update- VP Pouncil invited all to join the EVC ISER Update and Q&A Forum at 3:30 pm today. He said that the ISER draft was submitted last Wednesday for the Board Agenda for October 25th Board Meeting and the draft will be placed as an action item on November 15th Board Meeting. He continued that we would be accepting feedback for ISER draft until November 30th. After the completion of editing and updating the draft based on the received feedback, the final draft will be uploaded to ACCJC on December 15th. He added that we will pivot to our post submission work then.
- Student Achievement Metrics Goals- Hazel talked about the Student Achievement Metrics that we post on our Institutional Effectiveness web page. It will also be included in the Annual ACCJC Report which is due in March/April next year.

Therefore, we need to update it for 2022/23. She shared the recommended percentages- institutional set standard at 72% and stretch goals at 75%. The committee discussed the issue and decided to vote on this at the next meeting.

- List of Departments/Programs with no full-time faculty- Fahmida shared the list of Departments/Programs with no full-time faculty with the committee.
- Email reminders for November 30th deadline- The first reminder email was sent to authors on 11/7. Three more reminders will be sent in the next three weeks including the final reminder on 11/28.
- Mentor/Second Readers' feedback timeline-Fahmida reminded the committee that the due date for the mentor/second readers' feedback is February 7th, 2023.

DISCUSSION ITEM

- At what point does a discipline/department become a program subject to program review? - Fahmida shared a document that was prepared by Eric and Judith. It listed the thresholds of a program and other conditions. IEC will consider it as opening thoughts for discussion and a beginning of a final document. The committee discussed the thresholds of a program at a great length and decided to discuss it further at the next meeting.

ACTION ITEM

- The committee unanimously approved the recommendation for ten hours allotted time and compensation received by associate faculty/ faculty with FSA in programs with no full-time faculty

The meeting was adjourned at 3:15 pm.

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

Present: Hazel De Ausen, Bob Brown, Colleen Calderon, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao, Audrey Wolk

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

_____

IEC Minutes for November 21st Meeting

The meeting started at 2:05 pm.

In public comment, Fahmida introduced the new student representative Audrey Wolk to the committee. Everybody welcomed Audrey.

APPROVAL OF MINUTES: Antoinette moved to approve the October 17th meeting minutes. Bob seconded, everybody approved.

INFORMATION ITEMS

- Institutional Self Evaluation Report (ISER)-update- ISER draft was approved by the board at the November 15th board meeting. The deadline for sending feedback to the ISER committee is November 30th. The final ISER draft will be uploaded to ACCJC on December 15th.
- Technical Issues with Program Review Module in CurriQunet- Fahmida reported that the Future Resource Request tab in program review module crashed. The reason for this technical issue is that users were putting texts instead of numbers for ongoing budget needs and one time expenditure, but the total amount box only accepts numbers. She added that she worked with the CurriQunet team to fix the problem and it is now working fine.
- Family and Consumer Studies and Division Office-Student Success Program Review- Fahmida notified the committee that Family and Consumer Studies and Division Office-Student Success requested to defer their program review until next year.

DISCUSSION ITEM

- At what point does a discipline/department become a program subject to program review? – After discussing the item at a great length, the committee decided to table this item until spring semester.

ACTION ITEM

- Approve/Vote on EVC Student Achievement Metrics Goals- The committee voted and unanimously approved the institutional set standard at 72% and aspirational goal at 75%.

- Defer Family and Consumer Studies and Division Office-Student Success Program Review until 2023/2024 Cycle- The committee approved to defer the program review for Family and Consumer Studies and Student Success Division Office to next academic year.

The meeting was adjourned at 2:40 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
DECEMBER 5, 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, Ann Marie Machamer, Eric Narveson, Guy Ras, Will Sapigao, VP Pouncil

Absent: Colleen Calderon, VP Willis, Audrey Wolk

_____

IEC Minutes for December 5th Meeting

The meeting started at 2:03 pm.

In public comments, Dr. Ann Marie Machamer shared the new Administrative and Governance Handbook. She also showed where to find it at the district's webpage.

APPROVAL OF MINUTES: Vicki moved to approve the November 21st meeting minutes. Judith seconded, everybody approved.

INFORMATION/DISCUSSION ITEMS

- Institutional Self Evaluation Report (ISER)-There was no update on ISER.
- Educational Master Plan (EMP) Implementation Plan- The deadline for the submission of EMP implementation sheet was December 2nd. A couple of the departments have submitted their implementation sheets to Ms. Penny Garibay.
- Report on November 30 deadline being met- Fahmida reported that fifteen program reviews met the November 30th deadline. Three program reviews were submitted on December 1st, three program reviews were submitted on December 4th, and three programs requested for an extension.
- Technical issue with Program Review Module in CurriQunet- Fahmida notified the committee that the Future Needs and Resource Allocation tab was not showing all the request under the 'Total Cost'. This happened due to the reason that the CurriQuent had to add a query box when the Future Needs and Resource Allocation tab crashed because users were putting text instead of numbers. The issue is fixed now and the Future Needs and Resource Allocation tab is working fine.
- College Resource Allocation Request Ranking Rubric- The college approved the new Resource Allocation Request Ranking Rubric at the last College Council meeting which will be implemented this year. Fahmida shared the rubric with the committee.
- Annual Update and Resource Request- Fahmida walked through the progress on

Annual Update and Resource Request form in CurriQunet. The form is matched with the rubric so that it would be easier for the Budget Committee members to extract information from the Annual Update and Resource Request form.

The meeting was adjourned at 2:41 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
FEBRUARY 6, 2023
ZOOM MEETING
2:00 PM – 3:30 PM

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

Absent: Audrey Wolk

_____

IEC Minutes for February 6th Meeting

The meeting started at 2:06 pm.

There were no public comments.

APPROVAL OF MINUTES: Vicki moved to approve the December 5th meeting minutes. Will seconded, everybody approved.

INFORMATION/DISCUSSION ITEMS

- Institutional Self Evaluation Report (ISER)- VP Pouncil provided an update on ISER. There will be a Meet and Greet zoom session on March 21 from 1 pm to 1:45 pm and Community Open Forum zoom session on March 21 from 2 pm to 3 pm.
- Update from mentors and Fahmida on Program Review- Bob, Henry, Vicki, and Fahmida provided update on the program review proposals.
- Review Program Review Feedback Timeline- The committee reviewed the program review feedback timeline.
- Annual Update and Resource Request in CurriQunet - Fahmida walked through committee the Annual Update and Resource Request process in real time. For the first time this year the Annual Update and Resource Request will be implemented by the college. Every department /program needs to submit their resource request for the next fiscal year through this form if they need any resources. The departments/ programs that are due for comprehensive program review this year, they do not need to submit the annual update and resource request form. They need to submit all their resource requests through the future needs and resource request form in comprehensive program reviews. VP of Business Affairs and IEC chair will be holding in-person and zoom support session to help faculty/ classified professionals for completing Annual Update and Resource Request Form.

Antoinette asked if capital equipment should be included in the resource request, and if we would receive information about the amount of funding the college is setting aside to allocate before the process starts. Fahmida assured the committee that she will find out from VP Alexander whether capital equipment should be included in the resource request or not. She added that the college does not know how much funding there will be each year for resource allocation.

The meeting was adjourned at 2:50 pm.