



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

SEPTEMBER 16, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Jack Ho, Liza Kramer, Will Sapigao, Sean Stewart

Also present: Kelly Nguyen-Jardin, Robert Gutierrez

Absent: VP Pouncil, VP Willis

IEC Minutes for September 16th Meeting

Meeting Start Time: 2:03 PM

Public Comments:

Fahmida welcomed three new members to the IEC:

- Liza Kramer: Representing Language and Arts
- Jack Ho: Representing Math, Science and Engineering
- Tina Abraham: Representing Nursing and Allied Health

Grace Estrada was also acknowledged as the Curriculum Chair representing SSHAPE.

Approval of Minutes (May 6th Meeting):

- Vicki moved to approve the minutes, Grace seconded, and all approved.

Information/Discussion Items:

- **ILO Definitions Modifications:** Grace presented proposed changes to the Institutional Learning Outcomes (ILOs) to enhance inclusivity and reflect the college's values regarding diversity, equity, and inclusion. The revisions also clarify the distinction between "information competency" and "inquiry and reasoning," and emphasize social and environmental responsibility. The proposed changes have been discussed with various constituent groups and have support from the Academic Senate.
 - Antoinette requested that the research and rationale behind the proposed changes be presented to the Administrative Council.
 - Vicki noted that the Classified Senate has not yet been consulted.

- Grace agreed to address these concerns.
- **Educational Master Plan (EMP) Implementation Plan Update:**
 - Department/Program Goals/Commitments to Action Sheets for 2024-26 are due to the IEC Chair on December 10, 2024.
 - Each division's progress update report on completing key action plans for 2022-24 is due to the IEC Chair by December 10, 2024.
- **Program Review:**
 - **Update on Program Review Data:** Fahmida reported that the VP of Academic Affairs is working to obtain program review data and prepare the dataset. Program review authors were advised to proceed with sections not requiring data, such as department overview/history, curriculum, and faculty/staff information.
 - **Updated Comprehensive Program Review Form:** Fahmida presented the updated form, which includes three new tabs: Prior Budget Usage, Criteria for Resource Allocation, and Manager/VP Prioritization. A technical issue prevents the resource request form from accepting numbers with decimal points or commas. Vicki suggested adding a note to the form specifying the required format for entering numbers (whole numbers only, no commas or dollar signs), and Fahmida agreed to pursue this.
 - **August PDD Program Review Session:** Bob reported that the session was successful despite low attendance due to a concurrent session on AI. Attendees were well-informed, and the step-by-step walkthrough of the form proved effective. The budget portion saw improvement compared to last year.
 - **Program Review Support Sessions:** Fahmida announced upcoming support sessions scheduled for September 23, 25, 27, October 8, 9, and 10. These sessions are designed to assist with the program review process. Grace pointed out that the Friday, September 27th session overlaps with another workshop (IOTL). Fahmida acknowledged this but explains that the chosen times are based on what usually works best for most people. She emphasized that anyone who cannot attend any of the scheduled sessions can reach out to her to arrange an individual meeting at a more convenient time.
 - **BIM Program Review-** The Building Information Modeling (BIM) program requested to defer its program review again due to ongoing challenges with faculty shortages and outdated materials.
 - Angel suggested potentially hiring an adjunct faculty member from another institution to update the courses.
 - Antoinette emphasized the need for a clear action plan and suggests tabling the discussion until the next meeting to allow time for developing a plan.
 - Vicki clarified that decisions about deactivating courses are made by the curriculum committee not by the IEC.
 - Fahmida will add the BIM program review to the next meeting's agenda.

- Angel, VP Pouncil, or the curriculum committee will provide an update on the plan for the program moving forward.
- **Assign mentors for 2024/25 cycle and late PR cycle-** Committee agreed on the assigned mentor list for 2024/25 cycle and late PR cycle.
- **Establish goals for the 2024/25 academic year** - The committee approved the following goals for 2024/25 academic year:
 - Creating a program review form for Library
 - Updating CurriQunet form as we need
 - Establish a clear process and decision-making framework for programs with out-of-date courses/program/certificates
 - Creating new videos for program review module

Adjournment: 2:59 PM



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

OCTOBER 7TH, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Jack Ho, Liza Kramer, Will Sapigao, VP Pouncil, VP Willis

Absent: Sean Stewart

IEC Minutes for October 7th Meeting

Meeting Start Time: 2:04 PM

Public Comments: No public comments.

Approval of Minutes (September 16th Meeting):

- Minutes from the September 16th meeting were approved unanimously. (Motion by Grace, seconded by Will)

Information/Discussion Items:

- **Educational Master Plan (EMP) Implementation Plan**
 - Fahmida announced that reminder emails for submitting Department/Program Goals/Commitments to Action Sheets (2024-26) and divisional progress reports (2022-24) will be sent by early next week.
- **The Institutional Set Standard (ISS)**
 - The current ISS is 72%, but the college has consistently exceeded this in recent years.
 - The average success rate for 2019-23 is 73.04%.
 - The committee debated on whether to set the new ISS at 73.77% (a 1% increase) or 74% (a 2% increase). Some members feel the college can easily achieve 74% and should aim higher.
 - For the last two years, the aspiration goal was 75%. The aspirational goal is also being discussed, with suggestions to increase it to 76% or even 77%.
 - Concerns are raised about the impact of recent changes like the removal of remedial courses and the implementation of Guided Pathways, and how these might affect success rates in different departments.
 - There's a strong emphasis on aligning goals across different initiatives (e.g., Educational Master Plan, equity goals).
 - The committee seems to be leaning towards 74% for the ISS, but a final vote will be taken at the next meeting.

- **Program Review**

- **Update on Program Review Data-** Fahmida reported that the VP of Academic Affairs is hiring a consultant to run program review reports. Fahmida has already run reports for some programs and shared the data with the respective authors.
- **Training Sessions:** Upcoming program review support sessions are scheduled for October 8th, 9th, and 10th. Those unable to attend can schedule individual meetings with Fahmida.
- **New Member Training:** A training session for new committee members will be held on October 11th.
- **Develop a clear action plan for BIM-**The committee discussed the challenges facing the BIM program, including outdated courses, lack of faculty, and repeated deferrals of its program review.

Proposed Solutions:

- The committee leans towards denying further extensions for BIM program review, prompting action.
- Consider deactivating the BIM program or individual courses if the program review and updates aren't completed.
- Bring the issue to the Academic Senate and potentially the Union for consultation, especially concerning faculty responsibilities.
- Establish a clear policy on the maximum number of deferrals allowed (e.g., two) and the consequences of non-compliance (e.g., ineligibility for resource allocation).
- If a full-time faculty member isn't fulfilling their contractual obligations, explore options like evaluations, conversations with HR and the Union, and potential workarounds to deactivate programs or courses.

Action Items:

- Fahmida will send Grace a list of programs with deferred reviews for Academic Senate review.
- Include a detailed history of deferrals and issues in meeting minutes for future reference.
- **Establish a clear process and decision-making framework for programs with out-of-date courses/program/certificates-** The IEC has been unable to approve some program reviews each year due to outstanding out-of-date courses/programs/certificates. The committee will discuss it further at the next meeting.

Adjournment: 3:38 PM



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

OCTOBER 21ST, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Grace Estrada, Fahmida Fakhruddin, Judith Girardi, Jack Ho, Liza Kramer, Will Sapigao, VP Pouncil, VP Willis

Absent: Bob Brown, Angel Fuentes, Antoinette Herrera, Sean Stewart

IEC Minutes for October 21st Meeting

Meeting Start Time: 2:08 PM

Public Comments: No public comments.

Approval of Minutes (October 7th Meeting):

- The October 7th meeting minutes were unanimously approved with the addition of Vicki's suggestions to the Institutional Set Standard section. Vicki made the motion to approve, and Grace seconded it.

Information/Discussion Items:

- **Review program review process and handoff to different committees-**
 - Grace said that she was in conversation with Dean Herrera. Dean Herrera emphasized the importance of IEC members ensuring program reviews are complete before moving them on to other committees, as missing information hinders decision-making in the budget and hiring processes.
 - The committee discussed the need for clearer prioritization of faculty requests within departments, potentially with Dean input, especially when multiple positions are requested. This arose from challenges faced by the Faculty Hiring Prioritization Committee.
 - There was debate about whether Deans should be able to request faculty positions at the division level, with some arguing it should only be done at the department level. However, there was agreement that Deans should be able to support department requests, especially given that some faculty may need assistance with the process.
 - Concerns were raised about the AURR process, particularly regarding Dean requests for faculty positions within the AURR. There was confusion about whether this was allowed and how to ensure sufficient information is included to justify the requests.
 - The committee acknowledged that the AURR process might be disadvantaged compared to the comprehensive program review in the faculty prioritization process. They discussed revising the rubric to ensure fairness and equal consideration.

- **List of programs with deferred reviews**
 - Fahmida provided a summary of the issues surrounding the deferred program reviews. She highlighted the lack of progress, and the challenges faced in completing these program reviews, emphasizing the need for action and faculty responsibility. She also points out the reliance on part-time faculty to complete reviews that full-time faculty should be responsible for.
 - Four programs in the Business and Workforce division have deferred reviews: Building Information Modeling (BIM), Business Information Systems (BIS), Business Administration, and Medical Front Office.
 - BIM completed a draft but was not approved due to numerous outdated courses and programs.
 - BIS has a history of issues:
 - A full-time faculty member submitted a draft in 2021 but left the college without updating it after receiving feedback.
 - In 2022-23, no one was identified to complete the review.
 - An adjunct faculty member completed a draft last year, but it was not approved due to outdated courses and programs.
 - Business Administration has a full-time faculty member who has not completed the program review despite multiple requests and offers of support. The review was due in 2021-22.
 - Medical Front Office had a draft submitted in 2022-23, but it was not approved due to outdated courses and certificates. No action was taken last year.
 - A part-time faculty member is now working on the Business Administration review after the full-time faculty member failed to do so.
 - Proposed actions:
 - Henry will follow up with the Dean of Business and Workforce division to address the uncompleted Business Administration Review and emphasize the full-faculty members responsibility.
 - Support and training should be provided to the part-time faculty now tasked with completing the Business Administration review.
- **Establish a clear process and decision-making framework for programs with out-of-date courses/program/certificates**
 - Fahmida expressed concern about the ongoing issue of outdated courses and programs preventing program review approval. She shared data from the last three years showing that while previous IEC efforts have helped reduce the number of programs with outdated elements, they haven't eliminated the problem. These efforts included providing update deadlines and lists of outdated materials. Fahmida emphasized the need for a clear process to ensure courses and programs are kept current, considering factors like full-time faculty availability, and asked the committee for collaborative solutions.
 - Grace highlighted the curriculum chair's new authority to deactivate outdated courses/programs, emphasized the need for faculty to update courses, and mentioned

ongoing efforts to address this within the Business and Workforce division. She also urged Deans to communicate the importance of keeping courses current to faculty.

- Vicki raised the question of how the decision to deactivate courses would affect programs with high student demand but no full-time faculty to update them (using Political Science as an example).
- Henry acknowledged the problem of high-demand programs lacking full-time faculty and explained that the faculty prioritization process is being revised to favor these departments. He also supported the deactivation of courses in low-demand programs with no instructors.
- **Update on Program Review Data-**
 - VP Pouncil said there is no update on the program review data, but he has update on campus researcher. San Jose City college (SJCC) is actively working to fill three researcher positions – one for the district, one for SJCC, and one for EVC. EVC will participate in the selection process. He may consider adjusting document submission deadlines, pending discussions with the committee chair and other Vice Presidents.
 - Grace shared concerned about data timelines. Hiring researchers now might not provide data in time for program reviews. She suggested exploring special assignments for faculty to generate reports if a classified staff member isn't available to do so.

ACTION ITEM

- Vote on Institutional Set Standard and Aspiration Goal for 2024-25- The committee unanimously voted to set the Institutional Set Standard at 74% and Aspiration Goal at 76% for 2024-25.

Adjournment: 3:29 PM



EVERGREEN VALLEY COLLEGE

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MINUTES

NOVEMBER 4TH, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Jack Ho, Liza Kramer, Will Sapigao, Sean Stewart, Ugonna Udeh

Absent: Angel Fuentes, Antoinette Herrera, VP Pouncil, VP Willis

IEC Minutes for November 4th Meeting

Meeting Start Time: 2:06 PM

Public Comments: No public comments.

Approval of Minutes (October 21st Meeting):

- The October 21st meeting minutes were approved with a minor addition suggested by Vicki. Grace made the motion to approve, seconded by Vicki.

Information/Discussion Items:

- **Review program review process and handoff to different committees-**
 - Fahmida led the discussion, summarizing the previous meeting and proposing solutions to streamline the program review process. She suggested next steps, including consulting with the Academic Senate, revising the rubric, communicating guidelines to faculty, and continuing discussions with the Budget Committee. She emphasized the need for collaboration and clarified action items. She also confirmed that proposed changes would be tested in the sandbox before going live before implementation. She agreed with Grace that the committee should be able to make minor changes without going back and forth with other committees.
 - Vicky emphasized the importance of including classified staff in program reviews to ensure their needs are considered. She also sought clarification on how prioritization would work with multiple requests and how proposed changes would appear in the system.
 - Henry described the program review process and how AURRs are reviewed. He highlighted Dean's oversight role and the need to consult with affected parties when making system changes. He also confirmed that the IEC's recommendations go through College Council for review.

- Liza sought clarification on the involvement of classified staff in program reviews and raised concerns about situations where key personnel, like Deans, might be missing.
- Grace clarified that Deans currently do not prioritize personnel requests and suggested adding this to the process. She supported the idea that minor changes shouldn't require excessive oversight.
- Judith confirmed that in the library, requests go directly to the Vice President.

- **Medical Front Office Program Review**

- Fahmida initiated the discussion on the Medical Front Office program review and its repeated deferrals. She proposed establishing a process for assessing program viability after two deferrals and outlined the steps involved. She also raised concerns about the implications of deferring high-demand programs and sought solutions for ensuring faculty accountability in completing reviews.
- Grace suggested using an existing administrative procedure for program viability reviews and proposed formalizing the process. She emphasized the IEC's role in determining the criteria for initiating the process and highlighted that program reviews provide valuable information for this purpose. She also advocated for consequences for faculty who repeatedly defer reviews.
- Henry clarified who can initiate the program viability process and emphasized its purpose in protecting programs from arbitrary discontinuation. He expressed willingness to collaborate on establishing a clear process and highlighted the importance of understanding individual roles and responsibilities.
- Liza sought clarification on the timeline and process for program viability assessment.
- Judith sought clarification on where the program viability process resides and who the decision-making bodies are. She expressed interest in understanding the process, particularly given the library's context.
- Robert asked about Dean's role in the program viability process.
- Vicki emphasized the need to include classified staff in program reviews and sought clarification on how prioritization and proposed changes would function. She also highlighted the issue of viable programs with delayed reviews and confirmed that a part-timer was identified to address the Business program review.
- Sean stated that completing program reviews is a contractual obligation for faculty and highlighted potential issues with tenured faculty not fulfilling this responsibility.

- **Update on Building Information Modeling (BIM) Program**

- The committee discussed the Building Information Modeling (BIM) program, which has been deferred multiple times.
- Committee's recent decision regarding programs with outdated courses and certificates, a Program Viability Review (PVR) needs to be completed.

- IEC determined that if a program defers its Program Review for two academic years due to outdated courses and certificates, a PVR must be initiated in the 3rd year.
 - Grace Estrada, the curriculum chair, will formally request the Academic Senate to initiate a program viability review for the BIM program.
 - This will be the first program to undergo this newly established process.
- **Email Reminders-** Fahmida notified the committee that the email reminders will be sent for the following deadlines:
 - November 27th: Program review draft submission
 - December 10th: 2024-26 Educational Master Plan (EMP) implementation sheet and progress update submission
 - December 13th: Annual Update and Resource Request (AURR) submission
- **Program review feedback form-**
 - The committee discussed the program review feedback form. They decided to remove the fourth question about CurriQunet experience and rephrase the third question to acknowledge the continuation of program reviews.
 - The feedback form will be sent out to gather input on the program review template, process, and suggestions for improvement

Adjournment: 3:29 PM



EVERGREEN VALLEY COLLEGE

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MINUTES

NOVEMBER 18TH, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes Judith Girardi, Antoinette Herrera, Jack Ho, Liza Kramer, Will Sapigao, VP Pouncil, Ugonna Udeh

Absent: Vicki Brewster, Sean Stewart, VP Willis

IEC Minutes for November 18th Meeting

Meeting Start Time: 2:03 PM

Public Comments: No public comments.

Approval of Minutes (November 4th Meeting):

- The November 4th meeting minutes were approved. Grace made the motion to approve, Will seconded.

Information/Discussion Items:

- **Building Information Modeling (BIM) Program update**
 - Grace reported that she will be requested to initiate a program viability review for BIM at the next Academic Senate meeting. Henry Estrada and the VP Pouncil will initiate the process and form an ad hoc committee. She advocated for the review due to the program's negative impact on students and lack of updates, despite a faculty member now being willing to revise the courses.
 - Judith sought clarification about the purpose of the viability review and confirmed that it targets programs with outdated courses stuck in the process.
- **Upcoming Program Review Support Sessions**
 - Fahmida Announced upcoming program review support sessions to help people with their program review since they now have their data and templates with pre-populated data for their program review. She is offering two sessions: Friday, November 20th, 10 am to 1 pm, and Monday, November 25th, 10 am to 12 pm, both via Zoom. She will send the information to Deans and Program Review authors.
 - Antoinette inquired about the status of the program review data and Fahmida pointed out that it is an agenda item for today's meeting, and she will address it later.

- **Mentor/Second Readers Feedback Timeline**
 - Fahmida Explained the key dates and deadlines for mentor/second readers feedback on program reviews, including:
 - November 27th: Program review first draft submission due date.
 - December 2nd to January 10th: Acceptance window for late submissions.
 - February 6th: Deadline for mentors and second readers to submit feedback.
 - February 7th: Feedback sent to program review authors.
 - February 21st: Deadline for program review authors to submit updated drafts.
 - March 3rd: IEC meeting where mentors and second readers provide progress updates.
 - March 17th: IEC meeting for official program review approval/disapproval.
 - March 21st: Approved program reviews forwarded to College Council and other committees.
 - She assured the members that they will receive a copy of the timeline and instructions next week.
 - She also offered support and help to anyone who needs it, especially new IEC members.
 - Judith expressed appreciation for the provided support materials, such as timelines, as they make the process clearer and easier to follow.
 - Liza seconds Judith's thanks and praises Fahmida for being well-organized, which helps to make things calmer.
- **Program review data update**
 - Fahmida gave an update on the program review data, stating that most programs have received their pre-populated templates. However, Umoja/AFFIRM, Aspire, and Veterans programs are still pending due to missing information. She is actively working with Aspire to resolve data concerns and will send out the remaining templates as soon as possible.
 - Ugonna offered to help gather information from Umoja.
 - Antoinette offered to follow up with ASPIRE.

- **Updating questions in CPR and AURR to align with the new Faculty Hiring Prioritization Rubric**
 - Fahmida initiated a discussion about aligning program review documents with the new faculty hiring rubric. She was confused about the inclusion of previously removed information and stressed the need for clear communication between committees to maintain consistency. She also advocated for allowing Deans to request faculty positions in specific circumstances and emphasized the importance of keeping her informed of any changes so she could update the system.
 - Grace explained that the updated rubric for faculty hiring prioritization is based on existing program review forms but includes key changes. These changes give more weight to program alignment with strategic goals and program viability, while reducing emphasis on SLO/PLO assessment results. The timeline for faculty hiring prioritization has been shifted to spring, and allowances have been made for unexpected circumstances like death or retirement. Importantly, these rubric changes mainly impact how applications are scored, not budget allocation.
 - Angel highlighted that position requests aren't always for academic roles, using the need for a Distance Education Coordinator as an example. He also pointed out the difficulties faced by new departments or those with existing faculty resistant to expanding, even when there's a clear need for more staff.
 - VP Pouncil suggested a deeper discussion with relevant committees to clear up confusion around faculty load information. He supported Deans having the authority to assess local needs and request faculty positions accordingly. He also recommended that any official decisions about the rubric and faculty hiring process should come from the committee co-chairs. Finally, he agreed to add a provision to the process that allows for Dean requests.

Adjournment: 2:45 PM



EVERGREEN VALLEY COLLEGE

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MINUTES

DECEMBER 2, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Jack Ho, Liza Kramer, VP Pouncil, Will Sapigao, Sean Stewart, VP Willis

Absent: Vicki Brewster, Antoinette Herrera, Ugonna Udeh

IEC Minutes for December 2nd Meeting

Meeting Start Time: 2:05 PM

Public Comments: No public comments.

Approval of Minutes (November 18th Meeting):

- The November 18th meeting minutes were approved.

Information/Discussion Items:

- **Report on November 27th Deadline Compliance –**
 - Fahmida reported that a total of 20 Program Reviews were submitted by the November 27th deadline. Three PRs requested and were granted extensions. One program did not submit their review or request an extension. She noted that Umoja had not yet submitted a draft.
 - VP Pouncil acknowledged the successful completion of 20 program reviews on time and expressed gratitude to the faculty. He suggested offering additional support to programs needing it.
 - VP Willis mentioned challenges with financial definitions for Financial Aid program and data for the Umoja program.
 - Fahmida discussed the issue of faculty not communicating effectively with each other during the program review process, leading to duplicated effort and questions. She suggested that Deans be involved in the initial program review meetings.
 - VP Pouncil agreed and acknowledged the need for better communication and collaboration between faculty and administration.

- Henry emphasized the shared responsibility of faculty and administrators in the program review process and the importance of a system ensuring effective communication and timely completion.
- **Request for Extension: Entrepreneurship, Financial Aid, and Outreach & EVC 1st Stop Center**
 - Entrepreneurship, Financial Aid, and Outreach & EVC 1st Stop Center requested for extension to submit their program review. Fahmida led a vote to approve the extensions for these three programs reviews.
 - Tina inquired about the length of the extensions.
 - Fahmida provided details on the requested extension timelines.
- **Entrepreneurship Certificate of Achievement**
 - Fahmida raised concerns about the outdated entrepreneurship certificate of achievement.
 - Grace confirmed that the certificate has never been updated in Curricunet.
 - Judith discussed the responsibility for updating the certificate and the potential harm to students.
 - Dean Fuentes expressed a desire to keep the entrepreneurship program but acknowledged the challenges in getting it updated due to lack of faculty support.
 - Henry inquired about the possibility of reactivating the program if it is deactivated.
 - Dean Fuentes suggested that an email from the IEC stating which programs will go into viability review next year if program reviews are not completed would be helpful.
 - Henry emphasized the need for a two-pronged approach from faculty and administration to address these issues.
 - Dean Stewart agreed with Henry Estrada and stressed the importance of critical conversations with faculty.
 - VP Willis inquired about the validity of the certificate and whether students are receiving a valid credential.
 - Tina expressed concern about the impact on the school's credibility.
 - Next step--Fahmida will send the list of outdated certificates and courses to the Deans, cc'ing Henry Estrada and Grace Estrada in the spring semester.
- **Updating the Manager/VP Prioritization Section in CPR and AURR**
 - The committee agreed to add ranking for faculty/staff requests in the manager/VP prioritization section of the program review forms.
- **Report on Annual Update and Resource Request (AURR) Submission**
 - Fahmida reported that seven programs have submitted their AURRs to date. The submission deadline is December 13th.

- **Report on EMP Department/Program Goals/Commitments to Action (2024-26) and Progress Update Report (2022-24) Submission**
 - Fahmida acknowledged receiving Progress Update Reports for the 2022-24 plan from some departments and is awaiting the remainder. The deadline for the 2024-26 EMP Department/Program Goals/Commitments to Action plan is December 10th.

Adjournment: 3:30 PM



EVERGREEN VALLEY COLLEGE

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MINUTES

FEBRUARY 3, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Jack Ho, VP Pouncil, Sean Stewart, Andrew Takimoto

Also present: Niall Adler, Eric Narveson

Absent: Liza Kramer, Will Sapigao, Ugonna Udeh, VP Willis

IEC Minutes for February 3rd Meeting

Meeting Start Time: 2:01 PM

Public Comments: Dr. Andrew Takemoto was introduced as the campus researcher.

Approval of Minutes (December 2nd Meeting):

- The December 2nd meeting minutes were approved.
- Motion to approve the minutes was made by Tina and seconded by Grace.
- Minutes were approved with Vicki Brewster abstaining due to absence from the previous meeting.

Information/Discussion Items:

- **Marketing Roadshow**
 - Niall Adler provided an overview of the Marketing department's activities and accomplishments over the past year, including website traffic, social media engagement, and email campaigns.
 - He highlighted improvements to the website, such as the event calendar, profile directory, and academic program pages.
 - He also discussed the development of a new brand for outreach materials and the creation of student success story videos.
 - Committee members expressed appreciation for the marketing efforts and requested that the presentation slides be shared.
- **Strategic Enrollment Management Plan (SEM)**
 - Matais Pouncil presented the initial draft of the SEM plan, which was emailed to the college community on January 20th.
 - He noted that feedback was being solicited through a Google form and that the plan would be reviewed by various college committees.
 - Discussion ensued regarding the timeline for feedback, with some members expressing

- concern about the short turnaround time.
 - It was agreed that the Google form would remain open for feedback until March 6th and that committee members would encourage their constituents to participate.
- Report on late program reviews
 - Fahmida reported that the following program reviews were submitted late:
 - Entrepreneurship (December)
 - Financial Aid and Outreach (Early January)
 - Umoja program review is still outstanding.
- Update from mentors and Fahmida on Program Review
 - Committee members who serve as mentors and second readers for program reviews provided updates on their progress.
 - Jack inquired about the process for submitting feedback.
 - Bob commented on the quality of several program reviews and raised a question about the scoring rubric.
 - Grace asked for clarification on how to score a program review when historical data is not available.
 - Fahmida addressed the questions and provided guidance on the review process.
- Review Program Review Feedback Timeline
 - The committee reviewed the timeline for submitting feedback on program reviews.
- CurriQunet Maverick Update
 - Vicki provided an update on the transition to the Maverick interface.
 - The target date for going live with Maverick is Thursday, February 6th.
 - Fahmida reported that some issues with the system are still unresolved.
 - Vicki will confirm with Natalie (vendor contact) that the issues are addressed before the transition.
- Update on Annual Update and Resource Requests Submission
 - Fahmida Fakhruddin reported that 23 annual update and resource request submissions were received.
 - All submissions have been reviewed, and any missing information has been obtained.
 - The submissions have been forwarded to the Vice President of Business Services, Dr. Alexander.

Adjournment: 2:53 PM



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

MARCH 3, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Jack Ho, Will Sapigao, Sean Stewart, Andrew Takimoto

Absent: Angel Fuentes, Liza Kramer, VP Pouncil, Ugonna Udeh, VP Willis

IEC Minutes for March 3rd Meeting

Meeting Start Time: 2:01 PM

Public Comments: There was no public comment.

Approval of Minutes (February 3rd Meeting):

- The February 3rd meeting minutes were approved.
- Motion to approve the minutes was made by Antoinette and seconded by Vicki.

Information/Discussion Items:

- **Update on Strategic Enrollment Management (SEM) Document**
 - Henry provided an update on the SEM document, which is being finalized for submission to the Board of Trustees by the third week of March.
 - The document has been reviewed by various shared governance committees, and feedback has been incorporated.
 - The goals have been reordered to prioritize closing equity gaps in math and English, aligning with AB 928 and Cal-GETC.
 - Other goals include supporting student services and reducing the average number of units students take to complete their programs.
 - The average unit reduction target is being discussed, considering dual enrollment credits.
 - Concerns were raised about the efficient allocation of resources for student services and the need for accountability.
 - Scheduling and waitlist policies are also being reviewed.
 - Vicky Brewster brought up that the presentation to the classified senate on the 21st, did not occur, and this will be reviewed.

- Henry will be meeting with the SEM committee this Thursday to finalize the document.
- **Update on Umoja /AFFIRM Program Review**
 - The program review was submitted on February 19th.
 - The feedback was sent on February 21st.
 - The review had several unanswered questions, requiring further work.
 - The review needs to be completed before the next IEC meeting, where it will be officially approved or disapproved.
- **Update from Mentors and Second Readers on Submitted Program Reviews**
 - Administration of Justice, Anthropology, Library, and Paralegal program reviews were commended for their thoroughness.
 - Several programs missed the February 21st deadline for updating their program reviews based on the mentor/second reader's feedback.
 - Mentors can approve updated reviews once they are satisfied.
 - Common issues in program reviews included a lack of narrative on program development factors and insufficient discussion of SLO assessment success stories.
 - The need for an overseer for SAO assessments in service areas was discussed, and this will be an agenda item for the next meeting.
- **Recommendation for Program Review Approvals**
 - Fahmida recommended approval of the program reviews for Administration of Justice, Anthropology, Library, and Paralegal, provided that: 1) Student Learning Outcome (SLO) compliance is verified, and 2) the curriculum is confirmed to be current.
 - Formal approval will occur at the March 17th meeting.
- **Program Review Template for Library**
 - A new program review template is being developed for the library.
 - The template will be based on the student services template with necessary modifications.
 - The template will be sent out for review.
- **Updating Program Review Template Questions**
 - The IEC will review and update the program review template questions for instructional, student services, and administrative units.
 - Feedback is requested from all members on the current questions.
 - The AURR will also be reviewed in conjunction with the program review templates.

- Fahmida will send out the word documents.
- **CurriQunet Maverick Update**
 - The resolution of issues with the program review module and SAO reporting in the SLO module is pending.
 - The hope was that the issues would be fixed by today, but that has not occurred.
 - Testing and verification will occur before the system goes live.
 - The program review updates need to be completed before the transition.

Adjournment: 2:35 PM



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

MARCH 17, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Jack Ho, Will Sapigao, Sean Stewart, Andrew Takimoto, Ugonna Udeh

Also present: Emily Banh, Gustavo Flores, Heather Ott, Rachel Cohen-Reyes

Absent: Liza Kramer, VP Pouncil, VP Willis

IEC Minutes for March 17th Meeting

Meeting Start Time: 2:03 PM

Public Comments: There was no public comment.

Approval of Minutes (March 3rd Meeting):

- Vicki noted a correction.
- The March 3rd meeting minutes were approved.

Information/Discussion Items:

Program Accomplishments & Goals

Division Office Business and Workforce:

- Dean Fuentes presented the Business and Workforce Development Program Review.
- Key goals included: meeting division and faculty needs, supporting dual enrollment, strengthening industry partnerships, promoting community engagement and staff development, and modernizing facilities and curriculum.
- Accomplishments included partnerships with other colleges, grants, and curriculum updates.
- Discussion of CTE graduate employment outcomes.
- Ugonna inquired about collaboration with the AFFIRM program on dual enrollment, which Angel G. Fuentes confirmed was a possibility.

ESL:

- Rachel Cohen-Reyes presented the ESL program review.
- Significant accomplishments included updating credit courses, adding non-credit course offerings and certificates of competency, and increasing student enrollment.

- Expansion of community outreach for ESL courses was highlighted.
- Goals included hiring a new faculty member, creating an AI policy, developing another OER textbook, and obtaining a data dashboard.

Library:

- Heather Ott, Lorena Mata, and Judith Girardi presented the Library program review.
- Emphasis was placed on collaborations with departments and faculty to support student research needs and EMP goals.
- Technology-based support programs (laptop loans, calculator loans, e-textbook program) were highlighted.
- Equity-minded programming and outreach, including library displays and exhibits, were discussed.
- Online speaker series and faculty newsletters were mentioned.
- Data on library usage and instructional support was shared.

ASPIRE

- Emily Banh presented on the ASPIRE program, emphasizing its alignment with the college's strategic goal to shorten students' time to educational goals and eliminate equity gaps.
- The program's mission is to increase success, persistence, and retention rates among Asian, Native Hawaiian, and Pacific Islander students.
- ASPIRE currently has over 450 active students, with a success rate of 83.5%, which is higher than the college's overall success rate.
- The program has facilitated a significant number of graduation petitions, with 555 completed in the last four years.
- ASPIRE offers scholarships to its students and aims to increase scholarship opportunities.
- Course offerings within the ASPIRE program include courses in Communication Studies, English, Ethnic Studies, Math, and Psychology. The program's goals include expanding course offerings (though this is currently on hold due to budget cuts).
- The counseling component of the ASPIRE program is robust, with the counselor providing support to students through early alert follow-up, graduation petition processing, and advising new students.
- A growing number of non-credit ESL students are joining the ASPIRE program, which is a new trend. This is attributed to the ESL department's increased course offerings and the support ASPIRE provides (textbooks, tutoring, counseling).
- ASPIRE is working to support these non-credit ESL students and help them transition to credit ESL and then to other college courses.
- ASPIRE engages in on-campus student engagement opportunities to increase students' sense of belonging.
- Upcoming events include a commemoration of 50 years after the fall of Saigon (in collaboration with librarians) and the 25th anniversary of the ASPIRE program.
- Ugonna inquired about potential internal collaborations to expand the program's reach, particularly concerning dual enrollment for high school students and efforts to serve more students of color.
- Emily responded that the division is interested in such collaborations, especially given the Dean's role in dual enrollment, and would pursue them if budget allows.

- Emily thanked Antoinette Herrera and Fahmida Fakhruddin for their support with the program review.

Anthropology:

- Gustavo Flores presented on the Anthropology program review.
- The program has grown in the number of sections offered.
- Data on student success and completion rates was presented, including areas for improvement related to gender and older student success.
- Efforts to support students through tutoring and collaboration with other departments were described.
- Future directions included securing a full-time professor, developing dedicated facilities, and providing field school opportunities.
- Collaboration with San Jose State and Stanford to provide student opportunities was highlighted.

Umoja/ AFFIRM Program Review Update

- Fahmida reported that the updated draft of the Umoja/AFFIRM Program Review was not submitted by the deadline.
- The program review will be deferred to the next cycle.
- Discussion of the circumstances surrounding the delay, including faculty absence.
- Antoinette Herrera sought clarification on the deferral process.

Health Science and Natural Science Program Review

- Fahmida presented information about a request from VP Alexander to consider combining the Health Science and Natural Science program reviews with the Biology program review.
- Discussion ensued regarding the rationale for separate reviews, the accounting implications, and the potential impact on program assessment.
- Grace expressed concern about the practical difficulties of combining program reviews due to different PLOs and SLOs.
- Henry provided context from the Budget Committee perspective, noting that the programs share resources despite separate reviews.
- Vicki raised questions about consistency with other departments that have multiple degrees.
- A decision was made to gather more information and continue the discussion at a future meeting, with input from Lisa Hayes or May Chen, and VP Alexander.

Service Area Outcome (SAO) Assessment Reporting Process

- Fahmida initiated a discussion on the SAO reporting process, noting a lack of oversight and clarity.
- A multi-step approach was proposed to improve the process, including:
 - Determining responsibility for overseeing SAO reporting.
 - Reviewing the current reporting process and identifying challenges.
 - Verifying the establishment of SAOs in all relevant areas.
 - Providing training and support for SAO reporting.
 - Establishing timelines and deadlines for SAO reporting.

- Antoinette emphasized the need for clarity on which departments/areas should be conducting SAO assessments.
- Henry inquired about the history of SAO submissions.
- Grace provided information on the previous SAO coordination and reporting procedures, highlighting the role of managers in completing SAOs.

Recommendation for This Year's Program Review

- Fahmida presented a list of program reviews and recommendations for approval.
- Program reviews for several areas (e.g., Admissions and Records, ASPIRE, Financial Aid, Honors, Library, Outreach, Veterans, BWF Division Office, Language and Arts Division Office and President's Office) were recommended for approval.
- Program reviews for other areas (e.g., Accounting, Administration of Justice, Anthropology, Business Administration, Computer Aided Drafting and Design, Entrepreneurship, Ethnic Studies, ESL, Family and Consumer Studies, Nursing, Paralegal and Service Learning) were recommended for contingent approval, pending updates to curriculum and/or SLO/PLO compliance by March 28th.
- CalWORKs program review will be recorded as incomplete due to failure to address mentor and second reader feedback.
- Fahmida will send an email to program review authors regarding contingent approval requirements and deadlines.

Motion and Votes

- A motion was made by Antoinette and seconded by Vicki r to approve the program reviews. The motion passed.
- A motion was made and seconded to defer the Umoja/AFFIRM Program Review to the next cycle. The motion passed.

Adjournment: 3:37 PM



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

APRIL 7, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Jack Ho, VP Pouncil, Will Sapigao, Sean Stewart, Andrew Takimoto

Also present: Emon Graves

Absent: Judith Girardi, Antoinette Herrera, Liza Kramer, Ugonna Udeh, VP Willis

IEC Minutes for April 7th Meeting

Meeting Start Time: 2:04 PM

Public Comments: No public comments were made.

Approval of Minutes (March 17th Meeting):

- Vicki moved to approve the minutes from March 17th.
- Grace seconded.
- The motion passed unanimously.

Information/Discussion Items:

Update on Strategic Enrollment Management (SEM) Document

- Grace provided an update.
- The SEM committee is incorporating feedback (addressing concerns about lack of specific, measurable goals) and data provided by Andrew. Work is ongoing. The President has requested completion before the new Vice Chancellor starts in June.
- A new timeline for SEM document completion needs to be established.

Update on Approved Program Reviews with Contingency

- Fahmida presented the status of 12 program reviews approved with contingency on March 17th (deadline for updates was March 28th).

- Contingencies Met & Recommended for Approval: Anthropology, Computer Aided Drafting & Design (CADD), ESL, Nursing, Paralegal, and Service Learning. (Vicki confirmed the outstanding CADD item was submitted).
- Contingencies Not Met (Initially): The remaining programs on the list were initially noted as not approved due to pending curriculum or SLO/PLO compliance issues. (See Motion #1 below for update on Business Administration).
- Vicki confirmed that programs failing to meet contingency had courses offered during the review period for which assessments were not completed/submitted.

Health Science & Natural Science Program Review Update

- Fahmida reported on a meeting with the Dean of Math, Science & Engineering, along with Biology faculty.
- The consensus from the Dean and faculty was that Health Science and Natural Science courses and student populations are distinct enough from Biology that combining them under a single Biology program review would not be appropriate.
- Recommendation: Continue submitting separate program reviews for Health Science and Natural Science. (See Motion #2 below).

Notification of Next Year's Program Review

- Fahmida reported that most of the notification emails for the next cycle of program reviews have been sent out.

Strategies for Supporting Programs in Fulfilling Program Review Requirements

- Fahmida and Grace discussed strategies developed in response to programs not meeting approval requirements this cycle.
- Key issues identified include lack of faculty attendance at training/PDD sessions (Jack noted conflicts with DE training) and faculty sometimes not understanding the urgency or consequences of non-compliance.
- Proposed Strategies:
 - Increase communication and collaboration: Include SLOAC and Curriculum chairs in initial notifications to Deans.
 - Provide curriculum and SLO/PLO status reports along with program review data packets.
 - Potentially offer joint IEC/Curriculum/SLO drop-in hours.

- Be more explicit about deadlines and consequences.
- Grace noted a meeting scheduled for the next day (tomorrow) involving Academic Senate leadership, the District AS President, and the Union President to discuss faculty contractual responsibilities regarding curriculum updates and assessments.

Review Program List for Potential Program Combinations & Criteria Development

- Fahmida led the discussion on potential program review combinations.
- Confirmed Separate: Health Science/Natural Science (see item 7) and World Languages (based on previous discussions - different students/faculty).
- Potential Combinations Discussed:
 - Medical Front Office (currently separate) with Business Information Systems (BIS). Vicki clarified Medical Front Office is a BIS program and does not use the acronym "MFO".
 - Entrepreneurship (currently separate) with Business Administration (BUS).
- Discussion on Entrepreneurship/BUS:
 - Emon Graves (Business Faculty) joined the discussion. He noted BUS program review failure was partly due to Entrepreneurship course SLOs (specifically BUS 084). He explained the history of attempted deactivation (2 Deans ago) and current reactivation efforts for Entrepreneurship, raising concerns about future BUS program review delays if combined before courses are assessable.
 - Grace clarified the BUS failure was due to BUS 084 being taught but lacking SLO assessment. She shared an impact report showing BUS 084 is linked to multiple programs (BIS, Entrepreneurship, others under BUS discipline).
 - Vicki stated that Entrepreneurship program/course deactivations were never submitted in CurriQunet, despite past discussions. She clarified the policy that courses not offered can be noted as exceptions for SLO assessment.
 - Confusion arose regarding whether BUS 084, despite the BUS prefix, should be solely counted under the separate Entrepreneurship review, especially given its history and links primarily to Entrepreneurship and BIS certificates (not core BUS Admin according to Emon). A deactivated Paralegal course was also noted as still listed within the Entrepreneurship certificate in CurriQunet, indicating program update needs.
- Decision/Action: VP Pouncil recommended, and the committee agreed, to hold a dedicated follow-up meeting involving Dean Fuentes, Professor Graves, Curriculum leadership (Dr. Estrada, Ms. Brewster), and IEC representation (Dr. Fakhruddin) to clarify

the status, course alignment, and program structure of Entrepreneurship and its relation to BUS and BIS. (See Motion #1 below).

Update on Updating Program Review Template

- Fahmida reported ongoing work on updating the program review template, incorporating feedback from various stakeholders (Grace, Tina, Career Education faculty, Student Services, Library).
- Grace's feedback was highlighted (typos corrected, PLO pre-population issue confirmed as fixed, discrepancy in pre-populated Mission/Goals noted and reported to Natalie).

Motion and Votes

- Motion 1 (Business Administration Program Review): Based on the discussion regarding BUS 084's affiliation primarily with Entrepreneurship/BIS and the confusion surrounding its status, VP Pouncil proposed, Grace moved, and Jack seconded to preliminarily approve the Business Administration program review, conditional upon the follow-up meeting resolving the identified issues regarding Entrepreneurship course alignment and program structure.
 - Decision: The motion passed.
- Motion 2 (Health Science/Natural Science Reviews): Grace moved, and Vicki seconded, to formally approve the continuation of separate program reviews for Health Science and Natural Science (distinct from Biology).
 - Decision: The motion passed.
- Motion 3 (Approval of Programs Meeting Contingency): Vicki moved, and Grace seconded, to approve the following program reviews, as they have met the previously stated contingencies: Anthropology, Computer Aided Drafting & Design (CADD), ESL, Nursing, Paralegal, and Service Learning.
 - Decision: The motion passed.

Adjournment

- Fahmida adjourned the meeting at 3:12 PM.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

APRIL 21, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Antoinette Herrera, Jack Ho, VP Pouncil, Will Sapigao

Absent: Tina Abraham, Angel Fuentes, Judith Girardi, Liza Kramer, Sean Stewart, Andrew Takimoto, Ugonna Udeh, VP Willis

IEC Minutes for April 21st Meeting

Meeting Start Time: 2:05PM

Public Comments: No public comments were made.

Approval of Minutes (April 7th Meeting):

- Grace moved to approve the minutes from the April 7th meeting, as amended.
- Will seconded.
- The motion passed unanimously.

Information/Discussion Items:

- **Library Division Office Program Review**
 - Fahmida Explained that the Library Division Office, which formerly oversaw several units (Adult Ed, Dual Enrollment, DE, Library, etc.), is now dispersed following Dean Kunkel's departure. Based on discussion with VP Pouncil, proposed not requiring the Division Office Program Review this upcoming year.
 - Dean Herrera proposed formally dissolving the Library Division Office Program Review requirement since the division doesn't currently exist and isn't foreseen soon. If a division reforms, a new review can be created.
 - VP Pouncil supported Dean Herrera's proposal but recommended consulting with Library staff first before finalizing the decision.
 - The committee agreed in principle to discontinue the Library Division Office Program Review. Fahmida will schedule a meeting with Library staff (cc Rita) to discuss this before final removal from the schedule.

- Establishing procedures for handling deferred reviews
 - Fahmida proposed clarifying procedures: 1) If a program defers twice, initiate Viability Review (previously discussed). 2) If a program defers once, their next comprehensive review remains on the original 4-year cycle (due 3 years after submission, not 4) to maintain schedule integrity.
 - Grace suggested requiring a signed form acknowledging the cycle won't change upon deferral, fearing handbook notes might be missed.
 - Dean Herrera suggested instead of a form, clearly stating the cycle requirement in the email communication confirming the deferral approval.
 - The committee agreed with Dean Herrera's suggestion. When approving deferrals, the confirmation email will explicitly state that the program remains on its original review cycle timeline.
- Updating the hierarchy for CurriQunet PR Assessment
 - Fahmida reported on needed updates based on meeting with Student Services (VP Willis) and review some programs changed names (e.g., Equity Plus / YESS) or Law Enforcement & Correction incorrectly listed under President's Office (report to District).
 - Dean Herrera and Vicki discussed potential origins of the Law Enforcement listing (old curriculum vs. current unit). Vicki noted old curriculum hierarchy data must remain in the system.
 - Fahmida will obtain an updated program list from Student Services and coordinate with Vicki to update the hierarchy in CurricuQunet.
- Library Program Review Template
 - Fahmida presented the finalized Library Program Review Template, developed with Library staff. It integrates relevant questions from Instructional and Student Services templates, tailored with library-specific examples (e.g., program quality metrics). It combines SLO/SAO sections. Student headcount data was removed as the library does not track individual entries via ID swipe.
 - Grace confirmed the curriculum section looked consistent with instructional reviews.
 - Dean Herrera inquired about data for the single course the library teaches. Fahmida confirmed course data is provided, but the template focuses on service aspects per library feedback.
 - The template was reviewed and implicitly approved by consensus.
- Updating the Program Review Template
 - Fahmida presented a revised, shorter template for the 2-year Career Education (CE) review ("Enhanced CE," formerly akin to "Mini"). Changes based on faculty

feedback include removing history questions, simplifying curriculum and SLO/SAO sections (ILO connection addressed in 4-year comprehensive).

- Grace initially concerned about removing ILOs, but accepted clarification it's only for the 2-year review. Dean Herrera, Grace, and VP Pouncil discussed the clarity of the term "Enhanced CE" vs. "Mini" or "Midterm." Fahmida explained "Enhanced CE" was the established term from 2022, specific to these required Perkins-related reviews, and preferred to retain it to avoid confusion among CE faculty.
- Fahmida reported that the Administrative Unit Program Review Template work is ongoing with Dean Herrera; the template will be brought to the next meeting.
- Updating the Annual Update and Resource Request Template
 - Fahmida opened discussion on potential updates to the AURR template, seeking feedback.
 - Vicki stated AURR content is dictated by the Budget Committee and outside IEC's purview/review process. She recommended AURR discussions occur with the Budget Committee.
 - Grace acknowledged scope issue but noted AURRs and Program Reviews are integrated in processes like Faculty Prioritization, suggesting alignment is beneficial. Proposed an ad hoc committee from IEC could discuss alignment with Budget, rather than full IEC voting on AURR changes.
 - Henry joined the discussion, supporting streamlining AURR. He argued AURR was created to provide current data for resource requests when Program Reviews were old. He suggested baseline funding for recurring needs based on historical data could reduce AURR burden. He said that he will raise this issue in the Budget Committee.
 - The committee acknowledged AURR review is outside its formal scope. Further discussion on potential template alignment or process changes should involve the Budget Committee and potentially Faculty/Classified Prioritization committees. Therefore, Fahmida will not pursue changes via IEC.
- 2024-25 Program Review Feedback Survey results
 - Fahmida presented results from the updated Qualtrics Survey (quantitative/qualitative). Received 13 responses (59% rate). Results generally positive on CurriQunet ease, slightly less on overall process ease. Qualitative feedback noted data availability issues.
 - Jack asked about data issues.
 - Fahmida clarified data delays were specific to this year due to staffing issues and district support delays; not an ongoing concern.
 - Fahmida will add response rate details to the final report document.

Adjournment

- Fahmida adjourned the meeting at 3:17 PM.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

MAY 5, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Jack Ho, VP Pouncil, Will Sapigao, Andrew Takimoto

Absent: Antoinette Herrera, Angel Fuentes, Judith Girardi, Liza Kramer, Sean Stewart, Ugonna Udeh, VP Willis

IEC Minutes for May 5th Meeting

Meeting Start Time: 2:05PM

Public Comments: No public comments were made.

Approval of Minutes (April 21st Meeting):

- Vicki moved to approve the minutes from the April 21st meeting.
- Grace seconded.
- The motion passed unanimously.

Information/Discussion Items:

Update: Library Division Office Program Review

- Fahmida provided an update regarding the Library Division Office program review. A meeting was held with the Dean and Library Coordinator. It was decided that until a new Dean for the Library Division is in place, the administrative program review for that division will be on hold. Once a Dean is appointed, the program review will resume.
- Grace questioned if the Library was under Language Arts and if Robert was their Dean.
- Fahmida clarified that previously Dean Kunkel oversaw Adult Education, Dual Enrollment, LRC Tutoring, and Distance Ed. Now, the Library per se is under Dean Gutierrez (Robert), and Tutoring/Learning is under Antoinette, meaning it's "broken into pieces."

- Fahmida explained that the Library Division office program review will remain on the schedule with a footnote indicating it's on hold until the division is "put back together" to avoid having to re-add it later.

Timeline for 2025/26 Program Reviews

- Fahmida shared the established timeline for the next comprehensive program review cycle (2025-2026)
- Bob suggested adding a sentence to the September/October section stating that program review authors receive a list of courses that need to be updated and a list of courses where SLO (Student Learning Outcomes) assessments need to be done, specifically to the author, not the Dean.
- The committee agreed to add this to the timeline under "Late May" and "Late August".

Update: Administrative Unit Program Review Template

- Fahmida shared the updated administrative unit program review template, which she worked on with Antoinette. They reviewed the questions and added a new introductory paragraph to clarify what should be included in administrative unit program reviews and which units are considered administrative.
- A small addition was also made: "provide or upload evidence of the dialogue."
- Grace suggested spelling out "CTSS" (Campus Technology Services) as not everyone might know the abbreviation.
- Vicki asked for clarification on how units reporting to Vice Presidents (e.g., VP of Academic Affairs, VP of Student Affairs) are handled versus specific departments like Business Services, CTSS, Facilities, and Custodial, which were listed separately under Administrative Services. She noted that some departments were "spread out separately" while others were not.
- VP Pouncil clarified that areas like Curriculum and Academic Services report to Academic Affairs. He also noted that the researcher, previously under Academic Affairs, now reports to the District Office (as confirmed by Grace Estrada).
- Fahmida acknowledged the discrepancy and suggested taking out "Business Services, CTSS, Facilities, Custodial" and instead listing "VP of Administrative Services."
- Vicki Agreed that listing "VP of Administrative Services" made more sense and resolved her confusion.
- Fahmida confirmed that division offices would still perform separate program reviews even if they fall under a VP's office.
- Grace suggested rephrasing the last sentence of the new introductory paragraph: "Essentially, they provide the essential backbone and support services..." to replace

"essential backbone" with words like "crucial" or "fundamental" and removing "backbone."

- VP Pouncil suggested "crucial support services" and removing "backbone."
- Vicki Suggested "vital."
- The committee agreed to use "vital" and make the necessary edits to the template, which will then be added to the program review module in the curriculum.

2024-25 Program Review Feedback Survey results-final report document

- Fahmida presented the final report document for the 2024-2025 program review feedback survey results, which was created using the Qualtrics report shared previously.
 - **Participation Rate:** 13 responses out of 22 program reviews due, resulting in a **59% participant rate.**
 - **Question 1:** "How much do you agree with the following statement? It was easy to complete the program review in..." (results presented in bar and pie charts). 61% found it easy or somewhat easy. No responses for "strongly disagree."
 - **Question 2:** "How much do you agree with the following statement? It was easy to complete the program review process." (results presented in bar and pie charts showing percentages for each category). 61% found it easy or somewhat easy.
 - **Question 3 (Qualitative):** "Given that we will be doing program review every 4 years for CT, every 2 years, please share suggestions about what adjustment could be made to improve the experience of program review, including specific actions of the IEC or components of the curriculum template." The qualitative feedback was largely positive, with one notable exception concerning the late provision of PR data (first week of November), a point emphasized by Jack. Fahmida assured the committee that this was a one-time occurrence. This year's delay was a direct result of the absence of a campus researcher and the district researchers being unable to provide the necessary support. Consequently, Fahmida personally undertook the task of running CROA data reports and prepopulating the PR templates. In the past, data has always been available much earlier, typically by late spring or August.

Review and discuss committee goals (established September 2024)

- The committee reviewed the four goals established in Fall 2024:
 1. Creating a program review form for the library: Completed and finished.
 2. Updating program review form: Completed. (Enhanced Career Education and instructional forms were updated, administrative form had recent changes discussed).

3. Establishing a clear process and decision-making framework for programs with out-of-date courses, programs, or certificates: Process clarified. This will be added to the program review handbook and brought for review next semester.
 - Process details: Advanced notification (1 year ahead), second notification (early spring), end-of-spring notification, curriculum update deadline with a 2-week period for completion/submission of proposals.
 - Deferral option: Programs can request deferral due to faculty sabbaticals or medical reasons, moving their review to the next cycle without needing a new submission, provided course/curriculum updates are completed.
 - Vicki confirmed everything was captured.
 - Grace confirmed the plan to add it to the handbook.
4. Creating new videos for the program review module: Partial completion. Fahmida started this but is waiting until the move to Maverick in June to finish due to current module issues, to avoid redoing work.

Committee self-evaluation report for 2024-25

- Fahmida presented the annual self-evaluation report, including the committee's goals and initial assessment.
 - She noted the status of the goals (as reviewed above).
 - She presented performance indicators based on four categories: fulfillment of committee charge, communication to/from constituencies, overall quality of deliverables, and integration of committee processes/products.
 - For future recommendations, she included plans for increased communication and collaboration with AS and Curriculum Chair, and being more explicit about deadlines and consequences.
- Vicki stated the report looked good, with no changes or additions needed.
- Fahmida confirmed the report is complete.

Motion and Vote

Library Program Review Template: Grace moved, and Vicki seconded, to formally approve

- Decision: The motion passed.

Adjournment

- Fahmida adjourned the meeting at 3:17 PM.