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EVERGREEN VALLEY COLLEGE

I E C

MINUTES

SEPTEMBER 18, 2023

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Sara Jacome, Guy Ras, Will Sapigao, VP Pouncil, VP Willis

IEC Minutes for September 18th Meeting

Meeting Started: 2:05 pm.

Public Comments: Angel introduced himself and said that he is happy to be helping IEC until Dean Calderon is back. He also mentioned that he served at IEC for two years at Laney College.

Approval of Minutes: Antoinette moved to approve the May 1st meeting minutes. Guy seconded, and all approved.

Information/Discussion Items

1. Accreditation – update- VP Pouncil provided an outline of accreditation onsite visit on October 2nd. He said that there is a change in the whole accreditation visit process- instead of having multiple meetings with stakeholders, the process became very simple and efficient. He shared with the committee the schedule for October 2nd.
2. Annual Update and Resource Request (AURR) Form- update- Fahmida reported that the co-contributors' option has been added to the form. She walked through the process in real time to show the changes that are going to be made to include College's Resource Allocation Rubric and manager/VP's prioritization list in the AURR. She added that the change will be first implemented to the sandbox to review before adding to the live version of CurriQunet. Antoinette asked whether the department/programs would be able to report on how they have used the money to close/meet the outcomes or objectives that they intended in the AURR form. Fahmida replied yes. Angel suggested that for the question, "Have you received funding for this before?", it would be good to clarify what that means, because if it is a continuing cost, it will be happening every year.
3. Educational Master Plan (EMP) Implementation Plan-update- Fahmida notified the committee that a total of 28 submissions of EMP implementation plan was received last year and IEC submitted a summary report on these EMP implementation plan at college Council's May 22nd

meeting. The next step is to hold an Annual Planning Summit this semester to review last year's EMP activities, tasks, and outcomes as well as review College's progress on meeting the four EMP goal matrices.

4. Program Review

- PDD Program Review Session-Bob reported that PDD program review session went well but the attendance was low; Not everyone due for program review this year attended the meeting.
- Program Review Training Sessions: Sep 25, Sep 27, and Sep 29- Training sessions are scheduled to help the PR authors with their program reviews and to show how to submit the program review draft in CurriQunet.
- Future Needs and Resource Request Form-update- Fahmida reported that she is working with Budget Committee and CurriQunet vendor to update the Future Needs and Resource Request Form so that it would be easier for the budget committee to extract information from CurriQunet in allocating resources.
- Health Science and Natural Science Program Review- Health and Natural Science requested to include Health and Natural Science degrees into Biology program review rather than completing separate program reviews since all of the courses required by these degrees are offered by Biology department. Henry asked are these degrees or certificates. Will replied that they are Associate of Art degrees with emphasis on health and natural science. The committee discussed this at great length and decided that Health and Natural Science should complete a separate program review to find out the viability of these degrees.
- Assign mentors for 2023/24 cycle and late PR cycle- Committee agreed on the assigned mentor list for 2023/24 cycle and late PR cycle.
- Establish goals for the IEC 2023/24 academic year - The committee approved the following goals for 2023/24 academic year:
 - Establish criteria for which program require to complete program review
 - Assess our processes
 - Update the Program Review Handbook

Adjournment: The meeting was adjourned at 3:10 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

OCTOBER 2, 2023

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Lisa Hays, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao

Absent: Vicki Brewster, Sara Jacome, VP Pouncil, VP Willis

IEC Minutes for October 2nd Meeting

Meeting Started: 2:06 pm.

Public Comments:

- Lisa Hays reported that the Budget committee approved December 15th as the deadline for Annual Update and Resource Request Form.
- She said that after the submission of Annual Update and Resource Request (AURR), VP Alexander would review it first and then it will go to the facilities and safety committee and then technology committee before the budget committee review it.
- She added that last year there were 55 program reviews and annual updates that the budget committee reviewed and ranked with the Resource Allocation Rubric.
- She continued by saying that the Budget Committee is excited to know that this year they can start early February with the AURR since the submission deadline is moved up.

Approval of Minutes: Angel moved to approve the September 18th meeting minutes. Guy seconded, and all approved.

Information/Discussion Items

1. Accreditation Update:

- Fahmida informed the committee that EVC community had two opportunities to engage with the accreditation peer review team today: a Meet and Greet session and a Community Open Forum.
- The peer review team will give a formal exit report at 3:30 pm today.

2. Establish the deadline for Annual Update and Resource Request (AURR) submission:

- Fahmida reported to the committee that the Budget Committee proposed and approved December 15th as the submission deadline for AURR.
- Bob raised the question of how IEC will complete reviewing all the Annual Updates on top of the comprehensive program reviews.
- Fahmida replied that only the IEC chair will review the AURRs, as was done last year since this will be extra work for the IEC members to take on.
- Grace asked whether the IEC chair will be getting additional reassigned time since this is a lot of work that was not part of the original IEC Chair responsibility.
- Fahmida replied that this question would be for another discussion.
- The committee approved the submission deadline for AURR as December 15th.

3. Plan for Educational Master Plan (EMP) Annual Planning Summit:

- The committee discussed at length how to plan for the EMP Annual Planning Summit.
- Antoinette suggested doing it at the division level first and then coming together overall.
- Henry agreed with Antoinette, saying that this would allow for subgroups to brainstorm on how to proceed or act.
- The committee decided to hold the summit at the division level.
- Fahmida requested that members send their ideas by October 12th.

4. Program Review:

- How did the Program Review Training Sessions go? -Fahmida notified the committee that September Program Review Training Sessions went well. Help was provided to program review authors for answering questions in the template and how to submit the program review draft in CurriQunet.
- Program Review Training Sessions: Oct 9, Oct 10, and Oct 12-Three more Training sessions are scheduled for October to help the PR authors with specific questions for their program reviews.
 - Computer Aided Drafting & Design (CADD) Program Review- Fahmida stated that the CADD Program Review is due this year, but the only faculty member is on medical leave, and the dean had to cancel all the classes. Therefore, CADD is requesting to defer the program review until next year. The committee voted and approved deferring the CADD program review to the 2024/25 cycle.
- Notify programs that are due for program review a year ago instead of a semester ago- The Budget Committee recommended notifying programs that are due for comprehensive program review a year ago instead of a semester ago which is the current process. Grace pointed out that part of the reason for the earlier notification is that updating courses and programs takes more than

a semester to complete the curriculum review process. The IEC committee agreed and approved to notify programs that are due for program review a year ago instead of a semester ago.

- Establish criteria for which program requires to complete program review- The committee reviewed the definition for a program and discussed criteria for which program require to complete program review. Eric asked what the purpose is of doing a program review other than to make sure to have evidence to request resources. Antoinette replied that it is also important to see the effectiveness within the program - defending the viability of the program. Angel pointed out the importance of completing career education (CE) program reviews since things change constantly in career education. The committee decided that if a program has program learning outcomes or service area outcomes then they will definitely complete program reviews. Otherwise, it will be the program's discretion to complete program review or not.

Adjournment: The meeting was adjourned at 3:12 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

OCTOBER 16, 2023

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Lu Crary, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Sara Jacome, Lorena Mata, Guy Ras, Will Sapigao, VP Pouncil

Absent: Angel Fuentes, VP Willis

IEC Minutes for October 16th Meeting

Meeting Started: 2:06 pm.

Public Comments: There were no public comments.

Approval of Minutes: Antoinette moved to approve the October 2nd meeting minutes. Guy seconded, and all approved.

Information/Discussion Items

1. Accreditation Update:

- Fahmida informed the committee that the peer review team gave a formal exit report at 3:30 on October 2nd. She added that this was a proud moment for the college.
- The college will receive the official letter of accreditation reaffirmation in February 2024.

2. Update on Annual Update and Resource Request (AURR) Form in CurriQunet:

- Fahmida reported to the committee that most of the updates requested by the Vice President of Business Services and Budget Committee have been completed.
- All updates are expected to be done by the end of October.
- Vicki pointed out that this will give 45 days to complete all of the work for AURR.

3. Plan for Educational Master Plan (EMP) Annual Planning Summit:

- Fahmida thanked the members for sending their feedback and ideas on how to plan for the EMP Annual Planning Summit.
- The summit will be held at the division level in the week of November 1st and 6th.
- The deans will lead the discussion for their division.

- Each division will discuss last year's EMP activities, tasks, and outcomes on meeting four EMP goal matrices.
- The deans will then submit a summary report of this summit to IEC.
- IEC will develop a draft for EMP Implementation Action Guide.
- The EMP Implementation Action Guide will be reviewed by different constituency groups before publishing and posting on the college's website.

4. Program Review:

- **Additional document for this year's Comprehensive Program Review-**
 - Fahmida shared and walked through a document that will be sent to the comprehensive program review authors to complete and upload as an attachment to the program review draft.
 - The purpose of this additional document is to make the work easier for the Budget Committee.
 - This information will be added to the comprehensive program review form in CurriQunet next year.
 - Vicki said that the comprehensive program review template needs to be revised since some of the questions in the additional document are already in the template. She added that the committee needs to look at what is in CurriQunet, what the Budget Committee is asking, and how the information can be extracted.
 - Fahmida replied that currently CurriQunet does not have a way to extract specific information. Therefore, the plan is to update the program review questions to align with the College's resource allocation's criteria.
 - The committee provided feedback for updating the VP/manager's prioritization list and stressed the need for providing an example on how to fill up the resource request list.
- **Update on Future Needs and Resource Request Form-**
 - Fahmida notified the committee that there is no need for comprehensive program review authors to fill up the Future Needs and Resource Request Form in CurriQunet this year since the information is already included in the additional document.
 - Lorena asked whether there is a way to itemize every specific database request that Library needs so that IEC, Budget Committee, Library Dean and President all can see the requests since Library look out for all the students and departments.
 - Fahmida showed and said that this information can be added to the Future Resource Request Form under the section '**Provide a detailed list of each item being requested in this category to include item name (s), amount**

(s), and quantity'. She also suggested to attach supplementary document to support resource requests.

- VP Pouncil said that going forward we will make sure that there is no duplication in the request.

Adjournment: The meeting was adjourned at 2:49 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

NOVEMBER 6, 2023

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Lu Crary, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Sara Jacome, Guy Ras, Will Sapigao

Absent: Antoinette Herrera, VP Pouncil, VP Willis

IEC Minutes for November 6th Meeting

Meeting Started: 2:10 pm.

Public Comments: There were no public comments.

Approval of Minutes: Vicki moved to approve the October 16th meeting minutes. Judith seconded, and all approved.

Information/Discussion Items

1. Update on Annual Update and Resource Request (AURR) Form in CurriQunet

- Fahmida provided a real-time walkthrough of the updated AURR form in the sandbox.
- The updated form will be moved to the live version of CurriQunet on November 7th.
- The Vice President of Business Services, the Budget Committee chair, and the IEC chair will hold a Zoom session on Monday, November 13th, to inform the campus community about the updates and how to submit resource requests through AURR.

2. Program Review

- **BIM Program Review**
 - Fahmida stated that the BIM Program Review (deferred from the 2021-22 cycle) is due this year, but the faculty member assigned to complete the review is on leave of absence.
 - BIM is requesting to defer the program review until next year.

- The committee voted and approved deferring the BIM program review to the 2024-25 cycle.
- **Email Reminders for November 30th Deadline**
 - The committee reviewed the dates for sending reminder emails for the November 30th submission deadline.
 - Judith suggested sending an additional reminder on November 29th.
 - The committee agreed, so the final reminder will be sent on November 29th instead of November 27th.
- **Mentor/Second Readers Feedback Timeline**
 - Fahmida reviewed the mentor/second reader feedback timeline with the committee.
 - The deadline for mentors and second readers to submit feedback is February 6th.
 - The IEC chair will send the feedback rubric to the program review authors on February 7th.
- **Program Review Support Sessions**
 - IEC is holding support sessions to help program review authors complete their drafts and will continue to do so until November 30th.
 - Bob reported that he is meeting with a couple of program review authors for the support sessions.
 - Judith asked what types of questions are being asked.
 - Bob replied that most of the questions are related to data.

Adjournment: The meeting was adjourned at 2:59 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

NOVEMBER 20, 2023

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Bob Brown, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Lisa Hays, Antoinette Herrera, Sara Jacome, Eric Narveson, Guy Ras, Will Sapigao, VP Willis

Absent: Vicki Brewster, VP Pouncil

IEC Minutes for November 20th Meeting

Meeting Started: 2:03 pm.

Public Comments:

- Lisa Hays mentioned that they are working on three program reviews this year and requested IEC to consider staggering the timelines to avoid having all three reviews due in the same year. Lisa suggested a possible schedule: Health Science review due in three years, Biology review due in four years, and Natural Science review due in five years, followed by the usual four-year review cycle.
- Fahmida introduced and welcomed Campus Interim Research Analyst, Vanphuong N. Nguyen, to the committee.

Approval of Minutes:

- Henry moved to approve the November 6th meeting minutes.
- Judith seconded the motion, and all approved.

Information/Discussion Items

- **Update on Annual Update and Resource Request (AURR) Form**
 - Fahmida provided a real-time walkthrough of the updated AURR form in CurriQunet.
 - Antoinett inquired if managers and vice presidents only operate within the Manager/VP Prioritization tab. Fahmida confirmed that this is correct.
 - Bob asked when the Budget Committee will review the AURR forms. Fahmida replied that it will most likely occur in early February.

- Fahmida reported that the Vice President of Business Services, the Budget Committee chair, and the IEC chair held a Zoom session on November 13th to inform the campus community about the updates and how to submit resource requests through AURR. The session recording was shared with the campus community.
- **Update on Educational Master Plan (EMP) Annual Planning Summit**
 - Fahmida informed the committee that the Business and Workforce and Nursing & Allied Health divisions have held the EMP Annual Summit to discuss the progress on last year's EMP activities, tasks, and outcomes.
 - After receiving summary reports from all divisions, IEC will create the EMP Action Guide.
- **Issue with Program Review Module**
 - Some faculty reported that the option for the Enhanced Career Education program review was not showing in the drop-down menu for creating a program review proposal.
 - The CurriQunet team identified that this issue was due to a permission error and has since been resolved. The Enhanced Career Education program review option is now visible to everyone.
- **Notify Programs Due for Program Review Next Year**
 - Notification emails were sent to deans in November, as this decision was made in October of this year.
 - Starting next year, these notification emails will be sent at the beginning of the fall semester.
- **Program Review Data Report for Online Course Success Rates**
 - To compare the success rates for fully online and face-to-face classes, data is provided to program review authors.
 - An issue arose that for some cases, such as English, courses are listed as hybrid, but students only come to campus for exams. All learning takes place in an online setting; therefore, these courses are not included in the report for online course success rates.
 - Fahmida emphasized the need to clarify the definition of hybrid courses versus online courses.

- Eric agreed, stating that a good working definition is needed. He suggested, "If all of your content is online, then it is an online course."
- Henry asked who would decide the definition – the DE committee or IEC? Eric replied that it would likely be the Chancellor's office.
- Henry noted that there is a lot of inconsistency in how courses are categorized as hybrid versus online. He emphasized the need to clarify this situation, as otherwise, there will be a lot of problems with folks not wanting to teach hybrid courses for fear of them being canceled. Sara agreed.
- Fahmida advised that from next year, IEC needs to notify each program how they are defining online courses and how the online course success rate data is being created for program review.

Adjournment: The meeting was adjourned at 3:05 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

DECEMBER 4, 2023

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Shara Crary, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao, VP Willis

Absent: Sara Jacome, VP Pouncil

IEC Minutes for December 4th Meeting

Meeting Started: 2:04 pm.

Public Comments:

- There were no public comments.

Approval of Minutes:

- Guy moved to approve the November 6th meeting minutes.
- Will seconded the motion, and all approved.

Information/Discussion Items

- **Consideration of SLO Assessment Report Currency for Compliance for 2023-2024 Cycle- Dr. Grace Estrada**
 - Grace requested a temporary adjustment to the SLO compliance reporting requirements due to a recent change in the Academic Senate's recommendation.
 - Previously, SLO reports were required every 2 years, but the recommendation has changed to yearly. This change created confusion, especially since the reported data for Fall 2023 included reports from 2021, which wouldn't count under the new recommendation.
 - Grace requested the IEC reviewers to accept all 2022 SLO reports for Fall 2023 compliance. This would account for the change in recommendation after the semester started and address the difficulty departments face obtaining data from associate faculty.

- Bob expressed confusion about this change of policy of SLO assessment reporting frequency that was implemented by the Academic Senate and wonders how it was communicated, as apparently many people missed it.
- Grace explained that, based on her understanding and attendance at meetings, the change was one of the last items discussed in the Spring Academic Senate meeting and then approved over the summer. Although she expected a bigger discussion, it seemed to have passed quietly and the information only appeared in the minutes she later reviewed.
- The committee decided to vote on this at the next meeting.
- **Report on November 30 deadline being met**
 - Fahmida reported that fifteen out of twenty-four program reviews that are due this year met the November 30th deadline.
- **Annual Update and Resource Request (AURR) Supporting Sessions and Deadline**
 - The deadline for AURR submission is 5 pm December 15th.
 - The Budget Committee and IEC chair will be holding zoom support sessions on Wednesday, December 6th (1:30 pm to 2:30 pm) and on Tuesday, December 12th (4 pm to 5 pm).
- **Request for Extension: English, Kinesiology and Physical Education, Talent Search, and Upward Bound**
 - The committee unanimously approved the extension for submitting the program review draft for English, Kinesiology and Physical Education, Talent Search, and Upward Bound.
- **Educational Master Plan (EMP) Implementation Plan-update**
 - Fahmida informed the committee that she is waiting on the EMP progress report from all the divisions.
 - After receiving all the reports, she will create the summary report-EMP Action Guide.

Adjournment: The meeting was adjourned at 2:39 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

FEBRUARY 5, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Sara Jacome, Eric Narveson, Guy Ras, Will Sapigao

Absent: VP Pouncil, VP Willis

IEC Minutes for February 5th Meeting

Meeting Started: 2:03 pm.

Public Comments:

- There were no public comments.

Approval of Minutes:

- Vicki moved to approve the December 4th meeting minutes.
- Will seconded the motion, and all approved.

Information/Discussion Items:

1. Accreditation Update:

- Fahmida notified the committee that the college received **full reaffirmation of accreditation status for seven years** by the Accreditation Commission for Junior Colleges (ACCJC) in the **week of January 22nd**.
- The college will be due for a midterm report in October 2027.
- **Key point:** The college received no compliance requirements or recommendations for improving institutional effectiveness.

2. Annual Update and Resource Request (AURR) – Update:

- A total of twenty-seven AURRs were submitted this year.
- All of them were sent to the Vice President of Business Services in the 1st week of January.

3. Update from mentors and Fahmida on Program Reviews (2023-2024 cycle):

- Fahmida reported that Student Life, Talent Search and Upward Bound submitted their PR draft last week (week of January 29th).
- English and Kinesiology and Physical Education submitted their drafts on February 5th.

4. Review Program Review Feedback Timeline:

- The Committee reviewed the program review feedback timeline.
- The deadline for mentors and second readers to submit their feedback to the IEC chair is February 6th.
- Feedback will be sent to the program review authors by February 7th.
- The deadline for submitting the updated draft is February 21st.

5. Clarification on Program Review Process:

- Fahmida provided a brief refresher on the program review process, sharing a document outlining the steps for mentors and second readers to review and record their feedback.
- Mentors were reminded **not** to request changes in CurriQunet before the feedback sent to the program review authors by IEC chair i.e. before February 7th.
- Antoinette suggested switching the bullet points for step 3.
- Fahmida will update the document and share it with the Committee.

Action Item

- **Vote on Consideration of SLO Assessment Report Currency for Compliance for 2023-2024 Cycle-** The Committee voted and approved to accept all 2022 SLO reports for Fall 2023 compliance. This would account for the change in Academic Senate's recommendation for SLO reports from every two years to yearly.

Adjournment: The meeting was adjourned at 2:44 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

MARCH 4, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao

Absent: Bob Brown, Sara Jacome, VP Pouncil, VP Willis

IEC Minutes for March 4th Meeting

Meeting Started: 2:07 pm.

Public Comments:

- Angel was excited to announce that the college is replacing the automotive lifts with state-of-the-art technology, better than what you can find at a dealership service center. This would allow students to train on the latest equipment they will be using in the field. He acknowledged it is expensive but emphasized his excitement about this upgrade.

Approval of Minutes:

- Antoinette moved to approve the February 5th meeting minutes.
- Vicki Will seconded the motion, and all approved.

Information/Discussion Items:

1. Annual Update and Resource Request(AURR)- Update-

- The College Budget Committee is currently reviewing and ranking the twenty-seven AURRs submitted this year.
- This process prioritizes resource allocation requests for the upcoming year.

2. Updates from mentors and second readers on PR submitted (post feedback)-

- Henry had concerns about the Natural Science program even though he approved the review process.
 - The program seemed to lack depth and focuses on general biology courses instead of core physical science courses (e.g., Chemistry, Geology) that would transfer to a bachelor's degree.

- He worried that students won't be prepared for further studies in natural sciences because the current program prioritizes general education courses that might be relevant to a field study program but not necessarily to a traditional natural science major.
- He questioned the program's target audience since there seems to be a mismatch between the offered courses and the potential transfer pathways.
- He suggested the Biology department might have a rationale for this structure that he's missing and was open to discussing it further.
- He believed the IEC committee might not have the authority to address this issue but recommended bringing it up to the divisional curriculum committee for further discussion.
- Antoinette complemented Fahmida's leadership on the program review process. She believes the forms and feedback rubrics are becoming better aligned with the program reviews themselves. This alignment seems to be making the process smoother for mentors and second readers who can now use the feedback forms more effectively to provide feedback to program writers.

3. Status for the late program reviews that are deferred from 2021/22 and 2022/23 cycle-

- Fahmida presented an update on the nine program reviews deferred from previous cycles.
- Seven programs (Business Information Systems (BIS), Educational Instructional Technology (EDIT), French, Medical Front Office, Music, Translation & Interpreting- Spanish, and Division Office- Student Success) have completed drafts.
- Business Administration (BUS) has an incomplete draft, and the IEC will develop a plan for a new draft and course updates before the next review cycle.
- Building Information Modeling (BIM) has requested another deferral until next year.
- Reasons for late submissions included incomplete drafts, missing Student Learning Outcome (SLO) compliance, outstanding outdated courses, and administrator/faculty leave.

4. Naming convention for program review draft –

- To ensure clear and easy identification of program reviews, the IEC has established a naming convention for program review drafts in CurriQunet.
- At the program review training session, authors will be provided with the following format to use for their draft titles: **Program Name** Comprehensive Program Review **Year-Year**
- For example: Accounting Comprehensive Program Review 2023-24
- **Previous Inconsistencies:** While the IEC advises on the naming convention during training sessions, a small number (4 out of 70, or 5.7%) of program reviews from the past two years did not follow the format.

5. Charge for the Committee member-

- Fahmida reminded committee members of their responsibility to share information and decisions made by the IEC committee with their respective constituencies. This ensures everyone is informed about the committee's work.

6. Recommendation for Program Review-

- Fahmida reported that the following programs have addressed feedback from mentors and second readers and are recommended for approval by the IEC, contingent upon achieving 100% Student Learning Outcome (SLO) compliance and resolving any outstanding out-of-date courses:
 - Art
 - Automotive Technology (Auto)
 - Biology
 - Computer Information Technology (CIT)
 - Communication
 - Health Science
 - Philosophy
 - Student Life
 - Tutoring
 - Division Office - Mathematics, Science, and Engineering (MSE)

Adjournment: The meeting was adjourned at 3:03 pm.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

MARCH 18, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Sara Jacome, Vanphuong N. Nguyen, Will Sapigao, VP Pouncil, VP Willis

Also present: Maryam Farshadfar, Lisa Hays, Rachael Lazo, Bhawana Mishra

Absent: Henry Estrada, Guy Ras

IEC Minutes for March 18th Meeting

Meeting Started: 2:03 PM

Public Comments: None

Approval of Minutes:

- Vicki moved to approve the February 5th meeting minutes.
- Antoinette seconded the motion, and all approved.

Information/Discussion Items:

Program Accomplishments & Goals:

- Dr. Lisa Hays presented accomplishments and goals for the Biology, Health Science, and Natural Science programs. Highlights include:
 - Biology program scholarship for the National Science Foundation.
 - The Health Science program is the number two program at Evergreen Valley College (EVC).
- Dr. Maryam Farshadfar discussed the Music Program's future goals and initiatives.
- Professor Bawana Mishra presented updates on the Philosophy Program:
 - The program now offers an associate in arts for Transfer (AA-T) degree effective from Spring 2024.
 - They are collaborating with other departments to create new courses such as Business Ethics, Medical Bioethics, and African American Philosophy.

Program Review Mentors/Second Readers' Thoughts:

- Bob commented that most program reviews are well done.
- Will commented that Upward Bound did a great job.
- Antoinette expressed appreciation for the chair's support in keeping reviewers on track, especially when behind on reading assignments.

Service-Learning Program Review:

- The program review draft is complete, but the program requested deferral to next year due to:
 - Lack of a coordinator.
 - Outstanding outdated courses.
- The committee approved deferring the program review to the 2024/25 cycle.

IEC Chair Report:

- Fahmida shared a color-coded document summarizing program review statuses:
 - Green: Fulfilled all requirements.
 - Yellow: Missing some requirements (outdated courses).
 - Blue: Requested deferral to next cycle.
 - Purple: Did not complete any IEC approval requirements.
- She recommended accepting (green colored) and moving forward to College Council the following program reviews:
 - Art
 - Biology
 - Communication Studies
 - Co-op Work Experience
 - English
 - French
 - Health Science
 - History
 - Library Resource Center Open Lab
 - Music
 - Natural Science
 - Philosophy
 - Student Life
 - Talent Search
 - Translation & Interpreting- Spanish
 - Tutoring
 - Upward Bound
 - Division Office- MSE
 - Division Office- Student Success

- She recommended conditionally approving the following program reviews (yellow colored):
 - Auto
 - CIT
 - Economics
 - EDIT
 - Kinesiology and Physical Education
- Approval is contingent on submitting proposals in CurriQunet to update courses by Thursday, March 21st.
- The program reviews for BIS, BUS, and Medical Front Office will be moved to the next PR cycle due to outstanding outdated courses and/or programs. BUS program review will be late for three years (was due in 2021/22 cycle).

Reviewing and Updating the Comprehensive Program Review Forms:

- Fahmida informed the committee that Bob and she are currently reviewing the comprehensive program review forms.

Action Items:

- The committee unanimously voted to approve the green colored program reviews.
- The committee unanimously voted to conditionally approve the yellow colored (Auto, CIT, Economics, EDIT and Kinesiology and Physical Education) program reviews with the aforementioned deadline for course update proposals.

Antoinette inquired about the term length for the IEC chair position. She was unsure if it's a one or two-year term and mentioned discussions about open chair positions on other committees.

Fahmida, unsure herself, suggested the IEC chair might be a two-year term based on website information but deferred to the Vice President of Academic Affairs for clarification.

VP Pouncil clarified that new coordinator positions will have two-year terms. He assured Antoinette Fahmida's term isn't up but encouraged her to reapply if interested.

Antoinette, having heard the answer, mentioned recommendations for Fahmida continuing as the chair. She questioned if the IEC committee itself should provide a recommendation.

VP Pouncil explained that the Academic Senate, which oversees Antoinette's mentioned committees, has a process for electing chairs but college-wide committees like the IEC involve announcing open positions and soliciting applications.

Adjournment: The meeting was adjourned at 3: 20 PM.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

APRIL 1, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Sara Jacome, Guy Ras, VP Pouncil, VP Willis

Also present: Robert Gutierrez, Eric Narveson

Absent: Vicki Brewster, Angel Fuentes, Vanphuong N. Nguyen, Will Sapigao

IEC Minutes for April 1st Meeting

Meeting Started: 2:06 PM

Public Comments: None

Approval of Minutes (March 18th Meeting):

- Antoinette suggested including the color-coded program review status summary with the minutes. The committee agreed.
- Antoinette moved to approve the minutes, Judith seconded, and all approved.

Information/Discussion Items:

1. Program Review Status (Auto, CIT, Economics, EDIT, Kinesiology & Physical Education):

- Programs had outstanding out-of-date courses.
- IEC approved reviews with the requirement to submit updated course proposals via CurriQunet by March 21st deadline. All programs complied.
- Fahmida thanked Vicki Brewster (Curriculum Specialist) and Kinesiology faculty for their dedication.
- Fahmida presented a table demonstrating significant progress in reducing outstanding out-of-date courses, leading to smoother program review approvals.

- Progress Table:

Year	# of Instructional Program Reviews	# of Programs with Outdated Courses
2021-22	16	15
2022-23	21	9
2023-24	20	6

- **Reasons for Improvement:**
 - Provided ongoing lists of outdated courses to programs
 - Offered support to faculty and departments for updating courses

2. Posting Program Reviews on EVC Website:

- Fahmida reminded the committee about the charge to ensure public access to program reviews.
- The committee discussed their previous decision not to post program reviews after the development of the CurriQunet module.
- Antoinette supported posting approved reviews, citing benefits of transparency and comparison with other colleges.
- Bob cited candidate interview example supporting the benefits of public access to program reviews.
- The committee agreed to reinstate the posting of approved program reviews on the EVC website.

3. Updating the Comprehensive Program Review forms in CurriQunet

- Fahmida demonstrated necessary updates to comprehensive program review forms in CurriQunet.
- Future resource allocation forms will be updated as they are in the annual update form.
- A new tab will be added to house the college's resource allocation rubric.

4. Program Review Handbook Updates

- Fahmida is revising the handbook to include Annual Update and Resource Request information.
- Updated sections will be sent to the committee for review.

Adjournment: 2:59 PM



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

APRIL 15, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Sara Jacome, Guy Ras, Will Sapigao, VP Pouncil, VP Willis

Absent: Henry Estrada, Antoinette Herrera

IEC Minutes for April 15th Meeting

Meeting Started: 2:04 PM.

Public Comments

- Angel expressed satisfaction with the collaborative resource allocation process, its successful fulfillment of departmental equipment needs, and the strategic use of diverse funding sources (program review process, AURR, Strong Workforce, Perkins). Angel emphasized the value of continued collaboration and expressed a positive outlook on the process.

Approval of Minutes (April 15th Meeting):

- Angel moved to approve the minutes, Will seconded, and all approved.

Information/Discussion Items:

- **Program Review Due Date Notifications**
 - Second email notifications to deans regarding reviews due next year will be sent by May 3rd (Fahmida). Initial notifications were sent in fall 2023.
- **CurriQunet Updates**
 - Comprehensive program review forms are being updated to include a tab for the college's resource allocation rubric.
 - Changes will be reviewed in the sandbox prior to going live. Fahmida will share the sandbox link for committee feedback.
 - Updates are planned for completion by the end of the semester.
- **Program Review Handbook Updates**
 - Fahmida presented updates including sections on:
 - Program Review (PR) Cycle

- Annual Update and Resource Request (AURR) process
 - Alignment of program review with planning and resource allocation
- Bob asked whether AURR submission is mandatory or not. Fahmida replied that AURR submission is optional if no funding is requested. However, departments should still document changes within CurriQunet for future reference (for completing comprehensive program review).
- Vicki asked about the PR cycle for career education program. Fahmida confirmed that all programs follow a four-year comprehensive PR cycle, but career education (CE) programs must complete a two-year review (Enhanced Career Education Program Review) to fulfill Perkin's requirement.
- Vicki suggested improving the presentation of the program review schedule for clarity. The committee discussed it at great length.
- **Draft EMP Action Guide**
 - Fahmida presented a draft using 2022-23 data. The data indicates discrepancies and a lack of progress toward certain strategic goals, requiring further investigation.
 - VP Willis inquired about email notifications to departments regarding EMP implementation progress. Fahmida confirmed notifications will be sent.
 - Will highlighted Engineering's progress on a key action plan.

Adjournment: 2:56 PM.



EVERGREEN VALLEY COLLEGE

I E C

MINUTES

MAY 6, 2024

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Sara Jacome, Guy Ras, Will Sapigao, VP Willis

Also present: Eric Narveson

Absent: Angel Fuentes, VP Pouncil

IEC Minutes for May 6th Meeting

Meeting Start Time: 2:05 PM

Public Comments:

- There were no public comments.

Approval of Minutes (April 15th Meeting):

- Antoinette moved to approve the minutes, Eric seconded, and all approved.

Information/Discussion Items:

- **Charge for Committee Members:** Fahmida reminded committee members of their responsibility to share information and decisions made by the IEC with their respective constituencies to ensure everyone is informed about the committee's work.
- **Creating a Schedule for EMP Implementation Plan:** The committee discussed creating an EMP Implementation Schedule and posting it on the EMP page. Fahmida shared the EMP Implementation Schedule with the committee.
- **Creating a Schedule for Institutional Set Standard:** The committee discussed the annual need to set the Institutional Set Standard by reviewing average success rates for the current and previous years. They emphasized creating a schedule for this process and agreed to work on it next year.
- **Draft of the EMP Action Guide: Update:** Fahmida presented a draft using 2022-23 data but noted it couldn't be completed until all divisions submit their progress updates. The IEC will create the final EMP Action Guide once all reports are received.

- **Program Review Notification Emails:** Fahmida informed the committee that the second notification emails about upcoming reviews were sent to deans on May 3rd. The first notifications were sent in Fall 2023.
- **Posting Program Reviews on EVC Website:** Fahmida reported that previous program reviews were re-posted on the EVC website. The committee decided to reinstate posting approved program reviews, reversing an earlier decision made after the development of the CurriQunet module, to fulfill their charge of ensuring public access to program reviews.
- **Program Review Feedback Survey Results:** The committee reviewed the survey results, noting a 30% response rate. Overall feedback was positive, with no constructive feedback on the program review process itself for the IEC to focus on for improvement. One specific piece of feedback received was a request to provide more time for updating the PR draft. The committee discussed addressing this by moving the comprehensive program review deadline from November 30th to November 15th and providing feedback during the first week of December. The committee will review this change again next year to assess its effectiveness.
- **Committee Self-Evaluation Report:** The committee discussed their accomplishments and completed the self-evaluation report. The IEC met all of its goals for the 2023/24 cycle.

Adjournment: 3:29 PM