

Meeting Minutes

Institutional Effectiveness Committee (IEC) Meeting Minutes

Meeting called to order on Monday, November 15, 2010 at 2:30pm.

Note taker: Lorena Mata

Present: Kuni Hay, RJ Ruppenthal, Chris Ratto, Mirella Burton, Lorena Mata, Henry Gee, Abdie Tabrizi, Irma Archuleta, Felicia Mesa

Absent: Lynette Apen, Octavio Cruz, Wei Zhou

I. Strategic Planning – Debrief and Next Steps

- a. Kuni commented on how everyone did a great job at the All College Strategic Planning Retreat on Friday, 11/5/2010. There were 47 people in attendance, including students.
- b. The Subcommittee now needs to work on Areas of Focus in preparation for the spring.
- c. Next steps: Strategic Subcommittee will need to meet to present at either PDD in January or another All College Retreat day.
- d. Strategic Planning Subcommittee: Abdie, Irma, Kuni, Lorena

II. Facilities Master Planning

- a. Staff Feedback: There were no objections; people present at the retreat were in alignment with the plan. There was an emphasis of concern on ADA issues.
- b. Kuni will share notes, send an email to the entire campus and present at College Council.
- c. Henry Gee suggested that the college needs to establish a set of guidelines for creating buildings. e.g. Parking > people shouldn't be driving in pedestrian areas
- d. Let's push a wide distribution of the Facilities Master Plan to the college campus so that everyone has an opportunity for input.

III. Program Review

- a. There was a suggestion to have a timeline for each:
 - i. Program Review
 - ii. Program Review Evaluation Follow-up
- b. There was a suggestion to create annual evaluations for Program Reviews.
- c. Chris Ratto mentioned that the Open Lab @ ETC Building doesn't have a Program Review. There was question as to where the Open Lab falls under the Learning Resources Center (LRC). Kuni will discuss with Keith Aytch.

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d. Program Review Check

1. Accounting (RJ) – almost done
2. Political Science (RJ) – working on it
3. Business (Henry) – working on it
4. English (Abdie) – taking time since part-timers are working on it
5. Physical Sciences (Abdie) – about to submit
6. Guidance (Mirella) – will be ready, Tammeil Gilkerson is reviewing it
7. ENLACE (Mirella) – will work on it during Intersession
8. Transfer (Irma) - will be ready, Tammeil Gilkerson is reviewing it
9. Admissions & Records (Irma) – still working on it

e. Irma requested to move Health Services until the next year due to limited staff in the department. Request approved.

f. Program Reviews are to be emailed to Kuni, RJ & Rita.

g. History Department Program Review

- i. Program Review Committee can start preparing the feedback form.
- ii. Faculty Bios – some were long than others
- iii. There was a question regarding the evaluation of non-tenured faculty.
The evaluation procedure gets cut and pasted onto the review. We will need to revise the question.
- iv. There was discussion of coming up with a minimum standards classroom (smart classrooms).

IV. Accreditation

- a. We need to start talking about the Accreditation Recommendations and the Planning Agenda items.
- b. Recognize the importance of evaluating Program Reviews and linking them to SLOs > Goal: “Are we doing what we said we’re going to do?”

Next meeting (Last meeting for the fall semester): **Monday, 12/6/2010 at 2:30pm**