

## Evergreen Valley College, Institutional Effectiveness Committee

### Minutes of Meeting, Mar. 21, 2011, 2:30 p.m., Room P104B

#### Joint Meeting with College Budget Committee

**Attendees:** Wei Zhou (Budget, IEC), Tammeil Gilkerson (Budget), Jack Baker (Budget), Robin Hahn (Budget), Melody Barta (Budget), Douglas Threet (Budget), Thu Nguyen (Budget), Irma Archuleta (IEC), Octavio Cruz (IEC), Giang Nguyen (Student, Budget), Kuni Hay (IEC), Felicia Mesa (IEC), Lynette Apen (IEC), Lorena Mata (IEC), Abdie Tabrizi (IEC), Chris Ratto (IEC), Abdie Tabrizi (IEC), R.J. Ruppenthal (IEC).

**Welcome and Introductions:** Members of College Budget Committee were welcomed and thanked for joining IEC at its meeting time.

**Resource Allocation Discussion:** RJ explained that IEC wants to connect its planning work with budget resource allocation through the shared governance system. This is an accreditation recommendation and a step we had planned to incorporate soon into our process anyway. Members discussed a chart depicting possible stages in the resource allocation process. RJ suggested that IEC and the Budget Committee could jointly work on creating (or re-creating) such a process.

Kuni explained, and provided handouts showing, EVC's existing processes for its "Faculty Hiring Process" and "Instructional Equipment Allocation Process" in addition to the "EVC College Budget and Planning Process" chart showing the resource allocation process last used in 2005-06. The latter process was used by the Budget Committee for resource allocations. Members recalled a robust, effective, transparent process which involved hearings and prioritization of funding requests. This process was used for one-time funds, but it was the result of a regular resource allocation process that had existed earlier. In recent years, since there was no budget surplus, the process was not used.

Abdie, who was chair of the Budget Committee at that time, strongly endorsed this process as something that should be resurrected and continued. Members discussed bringing this process back and making it a regular one. Budget committee members discussed this and indicated that they would like to work on developing this in their next meeting. Jack suggested that the process should be used not only when money is available, but when times are tough, so that the prioritization can help provide information before any necessary cuts. Tammeil mentioned that the timeline would need to be shifted from the original chart, and other members discussed appropriate start and finish times, using the completed Program Reviews as a basis. RJ said that IEC can revise the Program review criteria form/template appropriately to accommodate any needs for particular information in the resource allocation process.

Members discussed the possibility of an annual mini-review for each department, which might incorporate the Hiring and Equipment needs, since the larger Program Reviews are less frequent. Irma mentioned that this process was used at her previous school. Henry Gee originally had suggested the idea here.

Members of the Budget Committee agreed to use their next meeting to discuss and plan a resurrected Resource Allocation process, based on the successful and collaborative process that was used in 2005-

06. IEC promised to send some members so that IEC can lend its knowledge of Program Reviews and Strategic Planning. Both committees agreed to meet together regularly, alternating joint meeting between each committee's normal meeting times.

**Accreditation Update:** Kuni provided an update on college and district progress. The college's Steering Committee recently met. Moodle has been set up as a communication and submission platform. A template for addressing the recommendations has been created and our editor, Lisa, is back on the job. EVC is pursuing a three-pronged approach to completing remaining work on resource allocation, Student Learning Outcomes (SLOs) and the technology plan. At the district, the Chancellor is forming committees to address the district recommendations; some IEC members have been recruited already.

**Strategic planning:** The Subcommittee on Strategic Planning meets tomorrow to plan for April 8 PDD event. Plans are to use the session to present finalized Areas of Focus (based on the college's work last Fall) and create new college-level Commitments to Action (CTAs).

**Program review:** Updates provided on programs which reviews have been submitted and evaluated. Abdie and RJ suggested changes to the Program Review Criteria form/template. Members will review these for a subsequent discussion so that IEC can approve and publish an updated template for the upcoming academic year.