

## **Evergreen Valley College, Institutional Effectiveness Committee**

### **Minutes of Meeting, Oct. 17, 2011, 2:30 p.m., President's Conference Room**

Attendees: Irma Archuleta, Keith Aytch, Guillermo Castilla, Felicia Mesa, R.J. Ruppenthal, Robert Brown, Cindy Bevan

**Accreditation Update:** EVC's 2011 Follow Up Report has been submitted. Thanks to everyone who worked on it, and especially Lisa Kalenda for all the editing work. The report is posted online. Now, work shifts to the Addendum for visiting team members, since there are several important progress updates that did not make it into the Follow Up Report. RJ said that if IEC can complete work on its new Program Review Feedback and Evaluation Form, then this can be included. Irma also indicated that Student Affairs' new criteria may be ready for inclusion, at least in draft form. Plans for Site Visit: Keith reported that logistics are in the works. Visiting team will be based in Library building again, where they have access to evidence room, meeting rooms, and break room, plus Lisa can sit at Admin desk and book them any needed appointments. Hotel, meals, etc. are being handled.

**Strategic Planning:** IEC members discussed division-level CTA work, which will occur after work on accreditation site visit is complete. Divisions and departments will take up the college-wide CTAs that were revised last semester, and develop their own to match.

**Program Review:** A.) Successful Orientation/Workshop: 19 faculty and staff members attended from programs scheduled for review this year. Abdie gave terrific PowerPoint overview of the process. He and RJ went through PR Criteria and showed attendees the resources available. They also discussed data availability and RJ sent out update with SJECCD Data Portal access info to the whole college by e-mail.

B.) Update on Student Affairs Program Review Criteria: Irma, Tammeil, and Octavio completed work on a draft version of the Program Review Criteria for Student Affairs. Irma explained that Student Affairs had decided to borrow the format they use for state compliance for the Categorical Programs. Program personnel are familiar with this format already, and it lessens the overall work if they can use it here. To that model, Student Affairs added the introductory section for the existing IEC Program Review Criteria, which covers the college mission and goals. IEC members expressed support for this concept. RJ said he would suggest some minor revisions, especially to the last section so that it matches the other Program Reviews for sake of consistency when the College Budget Committee uses these in the resource allocation planning process. Irma agreed that the existing draft could be submitted with the Addendum so that ACCJC visiting team members could see the new form, even if more minor revisions are needed.

C.) PR Feedback and Evaluation Form: RJ introduced the first two pages' worth of a new form, which he began to create using IEC members' ideas from the last meeting. Members went through the form, tested it on a portion of a sample Program Review, and made some comments about its utility. The new form was viewed positively, but Felicia, Keith, and Guillermo all had some suggestions. First, there

should be three (rather than two) ratings possibilities (“Exceptional”, “Adequate” and “Inadequate” rather than just the last two of those). Second, there should be an overall Summary section. And Guillermo wanted to make sure there was enough space for people to write comments.

D.) Drafting an Annual Update Form: No one has time right now to do this outside the meeting, but the committee has discussed this on several occasions and agrees that we need a short, user-friendly (preferably online) Annual Update form for the Program Reviews. IEC will continue working on this together at our next few meetings until it is complete.