

**Evergreen Valley College**  
**IEC Committee Meeting Minutes**  
**September 15, 2014**

Present: Lynette Apen, Felicia Mesa, R.J. Ruppenthal, Chris Ratto, Sherryanne Lim, YingFang Chen, Sue Wetzel, Antoinette Herrera, Keith Aytch

Absent: Lorena Mata, Octavio Cruz, Irma Archuleta

<b>Topic/Activity</b>	<b>Discussion</b>	<b>Action</b>	<b>Responsible Party</b>
Welcome and Introduction	<p><b>Connection to IEC</b></p> <ul style="list-style-type: none"> <li>• Each member introduced themselves and stated what was their connection to the IEC Committee:               <ul style="list-style-type: none"> <li>○ What do you hope to learn as a member of the committee OR</li> <li>○ What can you contribute to the group OR</li> <li>○ What are you excited about doing on IEC?</li> </ul> </li> </ul>	Information	
Acknowledgement	<p><b>Honoring RJ's contributions as chair and ongoing member</b></p>	Information	
Agenda Template	<p><b>Accreditation; Program Review; Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• These will still be the 3 main items on the agenda</li> <li>• Additional items will be added as necessary</li> </ul> <p><b>Meeting Structure</b></p> <ul style="list-style-type: none"> <li>• Subcommittees for each area of IEC that would meet on one of the Mondays, for a working meeting</li> <li>• 3 subcommittees would come together on the other Monday and report out</li> <li>• Will need to recruit more team members in order for this type of structure to be successful</li> <li>• At this time, will develop core teams when needed</li> </ul>	Information	
Accreditation Update	<ul style="list-style-type: none"> <li>• Kim Garcia and AFT are putting together articles and forms</li> <li>• This standard is attached to negotiations</li> <li>• The follow up report may not make the Oct. 15<sup>th</sup> deadline but will make the Mar. 15<sup>th</sup> deadline</li> <li>• The report can not use "pilot" in the wording; there must be a permanent solution</li> <li>• In addition, there needs to be time to collect the evidence</li> <li>• There are questions around the meaning of "fully implemented"</li> <li>• EVC needs to start preparing for the next comprehensive visit in Oct. 2016; need to start writing teams</li> </ul>	Information	

Respectfully submitted by Felicia Mesa

**Evergreen Valley College**  
**IEC Committee Meeting Minutes**  
**September 15, 2014**

--	--	--	--

Respectfully submitted by Felicia Mesa

**Evergreen Valley College**  
**IEC Committee Meeting Minutes**  
**September 15, 2014**

<p>Program Review</p>	<p><b>New Discoveries</b></p> <ul style="list-style-type: none"> <li>• Felicia shared what she has learned, in regards to program review, over the summer <ul style="list-style-type: none"> <li>○ EVC has many great processes already in place</li> <li>○ Need to change the culture of the college regarding program review</li> <li>○ Need to collaborate with Staff Development and TLC to provide resources for staff around Program Review and Outcome-based assessment</li> <li>○ Resource allocation needs to be attached to Program Review</li> </ul> </li> <li>• Lynette <ul style="list-style-type: none"> <li>○ Incorporate best practice standards in our PR process</li> <li>○ Internal &amp; external readers</li> <li>○ Culture change regarding view and rationale for PR</li> </ul> </li> </ul> <p><b>Status of 13/14 Reviews</b></p> <p><b>ID programs for review 14/15</b></p> <p><b>Set timeline (including training, draft date, feedback date, final report, review meeting)</b></p> <ul style="list-style-type: none"> <li>• Keeping timeline in place <ul style="list-style-type: none"> <li>○ Annual Update October 1</li> <li>○ Comprehensive Report December 1</li> <li>○ Final April 1</li> </ul> </li> <li>• Will need only one training date <ul style="list-style-type: none"> <li>○ Few faculty attended last year</li> <li>○ Good examples on the website</li> <li>○ Most faculty have already been through the process once</li> </ul> </li> <li>• Faculty and/or Dean will be given the opportunity to present their PR to the review committee for feedback. <ul style="list-style-type: none"> <li>○ Is it formative or summative? Will continue to discuss</li> <li>○ Where on the timeline would the Faculty and PR review team meet for feedback</li> </ul> </li> </ul> <p><b>Proposal for PR committee makeup → Best Practices</b></p> <ul style="list-style-type: none"> <li>• IEC member, internal reviewer (outside division or department), external reviewer (set by program under review) <ul style="list-style-type: none"> <li>○ Suggest that IEC initially offer the opportunity to select an external</li> </ul> </li> </ul>	<p><b>Item: R.J. to email suggestions that were made at the last IEC meeting, in the Spring, around the Program Review form</b></p> <p><b>Deferred</b></p> <p><b>Deferred</b></p> <p><b>Item: Set up email system for reminders to Deans and faculty about important dates</b></p> <p><b>Item: Determine who is scheduled for PR this year and the following year</b>  <b>Decide on training date</b>  <b>Email Deans and faculty of programs scheduled for this year</b></p> <p><b>Item: Attend College Council to present changes</b></p>	<p><b>R.J.</b></p> <p><b>Felicia &amp; Lynette</b></p> <p><b>Felicia &amp; Lynette</b></p> <p><b>Felicia or Lynette</b></p>
-----------------------	---	---	---

**Evergreen Valley College**  
**IEC Committee Meeting Minutes**  
**September 15, 2014**

	<p>reviewer with the intent that it will become a requirement</p> <ul style="list-style-type: none"> <li>○ IEC will develop a list of potential external reviewers for programs or departments that need recommendations</li> <li>○ The internal reviewer will be selected by the IEC committee and will be a program or department that will be scheduled for a PR in the following year. <ul style="list-style-type: none"> <li>▪ Offers the opportunity to read a program review before beginning the process.</li> </ul> </li> </ul> <p><b>Annual Update</b></p> <ul style="list-style-type: none"> <li>• Solidify process and timeline</li> </ul>		
<b>Strategic Planning</b>	<b>Future Update</b>	Information	
<b>Committee Goal Setting</b>	<p><b>Review of committee charge (2006)</b></p> <p><b>Assessment of progress</b></p>	<p><b>Deferred</b></p> <p><b>Deferred</b></p>	
<b>Next Meeting</b>	<b>October 6, 2014</b>	Information	