

Evergreen Valley College
IEC Committee Meeting Minutes
October 20, 2014

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

Absent: Lorena Mata, Octavio Cruz, Irma Archuleta

Topic/Activity	Discussion	Action	Responsible Party
Review and approval meeting minutes	<ul style="list-style-type: none"> Minutes from 9/15/14 and 10/6/14 	Motion to approve – Lim, Second – Ratto, all approved	
Accreditation Update	<ul style="list-style-type: none"> Campus wide Accreditation lunch held today Friday, November 14th is the first Steering Committee meeting Agreements have been made with AFT but still need to be formalized 	Information	
Strategic Planning	<ul style="list-style-type: none"> RJ will bring in timeline RJ, Lynette, and Felicia will meet to get updated before presenting information to IEC Committee 	Information	
Program Review	<p>Formal Approval of Mini Review Draft</p> <ul style="list-style-type: none"> Add CTE language at the bottom AJ and Reading will submit by 12/1/14 <p>Portal Update (all faculty access)</p> <ul style="list-style-type: none"> At this time, faculty can send request for access College in the process of changing portal. When completed, all faculty will have access to their areas <p>Update on CNA & ESL Feedback</p> <ul style="list-style-type: none"> Feedback forms were completed by the 4 IEC Committee members Feedback forms will be forwarded to Rita to the writers by 10/24/14 	<p>Motion to approve – Herrera, Second – Ratto, all approved</p> <p>Mesa to email final version to writers</p> <p>Information</p> <p>Information</p> <p>Email feedback forms</p>	<p>Mesa</p> <p>Mesa</p>
Review/Edit IEC Committee Charge	<ul style="list-style-type: none"> Group discussion and suggestions made to the posted Committee Charge statement. Updated Charge statement to be reviewed by email 	Email revised form to committee members	Apen
2014/2015 Goal Setting		Deferred	
Other	<p>Update on PR Training</p> <ul style="list-style-type: none"> All writers have been through the training except Student Services Portal training scheduled for 10/30/14 <p>Allocation Model</p> <ul style="list-style-type: none"> Need to invite VP Gee to our Dec. meeting to 	<p>Information</p> <p>Collect data and</p>	Ruppenthal

Respectfully submitted by Note Taker Mesa.

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	discuss resource allocation model and get something written in place <ul style="list-style-type: none">• CTE Mini Review will replace annual update	develop timeline for faculty requests, equipment requests, etc. and forward to Aytch, Apen and Mesa by end of week. Information	
	Meeting Adjourned	Motion-Wetzel, Second– Aytch, all approved	

Respectfully submitted by Note Taker Mesa.