

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

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

Respectfully submitted by Felicia Mesa

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<p>Program Review</p>	<p>New Discoveries</p> <ul style="list-style-type: none"> • Felicia shared what she has learned, in regards to program review, over the summer <ul style="list-style-type: none"> ◦ EVC has many great processes already in place ◦ Need to change the culture of the college regarding program review ◦ Need to collaborate with Staff Development and TLC to provide resources for staff around Program Review and Outcome-based assessment ◦ Resource allocation needs to be attached to Program Review • Lynette <ul style="list-style-type: none"> ◦ Incorporate best practice standards in our PR process ◦ Internal & external readers ◦ Culture change regarding view and rationale for PR <p>Status of 13/14 Reviews</p> <p>ID programs for review 14/15</p> <p>Set timeline (including training, draft date, feedback date, final report, review meeting)</p> <ul style="list-style-type: none"> • Keeping timeline in place <ul style="list-style-type: none"> ◦ Annual Update October 1 ◦ Comprehensive Report December 1 ◦ Final April 1 • Will need only one training date <ul style="list-style-type: none"> ◦ Few faculty attended last year ◦ Good examples on the website ◦ Most faculty have already been through the process once • 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"> ◦ Is it formative or summative? Will continue to discuss ◦ Where on the timeline would the Faculty and PR review team meet for feedback <p>Proposal for PR committee makeup → Best Practices</p> <ul style="list-style-type: none"> • IEC member, internal reviewer (outside division or department), external reviewer (set by program under review) <ul style="list-style-type: none"> ◦ Suggest that IEC initially offer the opportunity to select an external 	<p>Item: R.J. to email suggestions that were made at the last IEC meeting, in the Spring, around the Program Review form</p> <p>Deferred</p> <p>Deferred</p> <p>Item: Set up email system for reminders to Deans and faculty about important dates</p> <p>Item: Determine who is scheduled for PR this year and the following year Decide on training date Email Deans and faculty of programs scheduled for this year</p> <p>Item: Attend College Council to present changes</p>	<p>R.J.</p> <p>Felicia & Lynette</p> <p>Felicia & Lynette</p> <p>Felicia or Lynette</p>
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	<p>reviewer with the intent that it will become a requirement</p> <ul style="list-style-type: none"> ○ IEC will develop a list of potential external reviewers for programs or departments that need recommendations ○ 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"> ▪ Offers the opportunity to read a program review before beginning the process. <p>Annual Update</p> <ul style="list-style-type: none"> • Solidify process and timeline 		
Strategic Planning	Future Update	Information	
Committee Goal Setting	<p>Review of committee charge (2006)</p> <p>Assessment of progress</p>	<p>Deferred</p> <p>Deferred</p>	
Next Meeting	October 6, 2014	Information	

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