

# Evergreen Valley College

## IEC Committee Meeting Minutes

Present: Felicia Mesa, Chris Ratto, Lorena Mata, Sherryanne Lim, YingFang Chen, Sue Wetzel, Antoinette Herrera, Keith Aytch

Absent: Lynette Apen, R.J. Ruppenthal, Octavio Cruz, Irma Archuleta

Topic/Activity	Discussion	Action	Responsible Party
Review meeting minutes	<ul style="list-style-type: none"> <li>Lynette needs to fill in some areas that were not complete. All committee members agreed on the new format of the meeting minutes.</li> </ul>	Approval at next meeting	Apen
Accreditation Update	<ul style="list-style-type: none"> <li>Accreditation meeting request sent out last week.</li> <li>There will be an luncheon regarding accreditation for the entire campus, including students, on Oct. 20<sup>th</sup> in Gullo II. The focus will be to prepare for the 2015 comprehensive visit; plan is to get started early.</li> <li>Agreement has been reached with AFT 6157 on language around faculty evaluations and SLOs but no formal agreement at this time.</li> <li>Will need a new editor on the Accreditation team. VP Aytch asked committees members to offer names of any potential candidates.</li> <li>Accreditation team assignments will be made in Nov.</li> </ul>	Information	
Strategic Planning	<ul style="list-style-type: none"> <li>VP Aytch gave an overview of all plans. Strategic Plan comes from the IEC Committee, not the President. IEC committee will need to approve the new Strategic Plan. Strategic Plan has not been updated in approximately 3 years. Will need to have an updated Strategic Plan in place prior to the comprehensive visit.</li> <li>Dean Herrera asked about the expectations of the divisions in regards to Commitments to Action (CTAs) → each division should show changes made to CTAs. Also, Division CTAs should be addressed in Program Reviews, as well as Annual Reviews. Lastly, CTAs should be aligned with the college mission statement.</li> </ul>	Information	
Program Review	<p><b>Formal Approval of 13-14 PRs</b></p> <ul style="list-style-type: none"> <li>Four programs submitted Program Review in 13-14 and have feedback from two IEC Committee members (ASPIRE, PEAK, A&amp;R, Outreach).</li> <li>Two programs (ESL, CNA) were submitted late in 13-14 but not reviewed. Need to have feedback prior to forwarding to College Council</li> </ul>	<p><b>Motion to approve – Ratto, Second – Mata, all approved to forward these four PRs to College Council</b></p> <p><b>Feedback to Mesa &amp; Rita by 10/10/14 5pm</b></p>	<p><b>Mesa</b></p> <p><b>Lim/Mesa →ESL Ratto/Aytch→CNA</b></p>

Respectfully submitted by Note Taker Wetzel/Mesa.

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	<p><b>Review of PR Schedule from 2013-2023</b></p> <ul style="list-style-type: none"> <li>Schedule has been updated based on the posted PRs, feedback forms and updates from VP Archuleta</li> <li>15 Comprehensive PRs in 2014-2015, 25 Comprehensive PRs in 2015-2016, 13 Comprehensive PRs in 2016-2017</li> <li>Discussion around which PRs in 2015-2016 can be pushed out one year to decrease the amount to be reviewed in 2015-2016 <ul style="list-style-type: none"> <li>Work Experience was combine with Transfer/Career because it was included in the last PR for this program; Transfer/Career is not due until 2016-2017</li> <li>BIM and CADD will be combined in one PR</li> </ul> </li> <li>V.P. Aytch requested a more user-friendly layout of PR schedule with glossary terms</li> <li>Formal notification process <ul style="list-style-type: none"> <li>Dean will be notified by email, in February, of the programs that are up for review in the following year. Request for writer(s) will be included.</li> <li>Dean and writer(s) will be notified by email, in May, of the timeline for the Program Review process</li> </ul> </li> </ul> <p><b>Discussion on “Mini” PR for CTE programs</b></p> <ul style="list-style-type: none"> <li>Discussion around changing “Annual” review to “Mini” review</li> <li>Discussion around timing of Mini review <ul style="list-style-type: none"> <li>Mid-cycle for instructional programs (halfway to Comprehensive)</li> </ul> </li> <li>Draft of Mini Review questions submitted for discussion, suggestions made.</li> </ul>	<p>Information</p> <p><b>Accounting, Women’s Studies and Communication Studies will be pushed out to 2016-2017</b></p> <p><b>CNA did a Comprehensive Review in 2013-2014, so 2015-2016 was changed to a Mini Review</b></p> <p><b>Send Chen finalized schedule of PRs. Develop new layout, with glossary, and send to V.P. Aytch for review</b></p> <p><b>Motion to approve – Wetzel, Second – Ratto, all approved formal notification process</b></p> <p>Information</p> <p><b>Revise the Mini review questions and submit to IEC Committee members for final approval at next IEC meeting</b></p> <p><b>Motion to approve – Lim, Second – Mata, all</b></p>	<p></p> <p><b>Mesa</b> <b>Chen</b></p> <p></p> <p><b>Mesa</b></p>
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	<ul style="list-style-type: none"> <li>Cindy Bevan from AJ to pilot the Mini review and offer feedback to the IEC Committee on relevance and value of process.</li> </ul> <p><b>Update on PR training Session</b></p> <ul style="list-style-type: none"> <li>Three programs attended <ul style="list-style-type: none"> <li>Library, English-Spanish Translation, Math</li> </ul> </li> <li>Arrangements made for training other two programs that could not attend <ul style="list-style-type: none"> <li>Sociology, Ethnic Studies</li> </ul> </li> <li>Attendees requested additional “hands-on” training for data extraction from the portal, developing visuals from the data, and determining what the data means</li> <li>Additional ideas for staff support <ul style="list-style-type: none"> <li>Developing assessment methods</li> <li>Collaborate with SLO Committee</li> <li>Involve Staff Development and TLC</li> <li>Offer multiple trainings</li> </ul> </li> <li>Motivation to get faculty to attend <ul style="list-style-type: none"> <li>IEC members attend Division meetings and discuss one element of Program Review</li> <li>Discuss one element at PDD</li> <li>Have an “online” modules</li> <li>Develop folder that contains assessment methods (best practices)</li> <li>Have faculty make an appointment with researcher</li> <li>Come from “inside” – “this is how I used the researcher”</li> <li>All faculty have access to portal <ul style="list-style-type: none"> <li>Only access to your area</li> <li>Participate in workshop prior to receiving access</li> </ul> </li> </ul> </li> </ul> <p><b>Discussion on incorporating internal reader</b></p>	<p><b>approved to have AJ pilot Mini review</b>  <b>Email Bevan the finalized version of Mini review</b></p> <p>Information</p> <p><b>Investigate if possible</b></p> <p><b>Deferred</b></p>	<p><b>Mesa</b></p> <p><b>V.P. Aytch</b></p>
Review/Edit IEC Committee Charge		<b>Deferred</b>	
2014/2015 Goal Setting		<b>Deferred</b>	

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	<b>Meeting Adjourned</b>	<b>Motion-Wetzel, Second– Aytch, all approved</b>	
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