

**Evergreen Valley College**  
**IEC Committee Meeting Minutes**  
**November 17, 2014**

Present: Felicia Mesa, Chris Ratto, Sherryanne Lim, YingFang Chen, Sue Wetzel, Keith Aytch, R.J. Ruppenthal, Ralph Nichols, Octavio Cruz, Irma Archuleta

Absent: Lynette Apen, Antoinette Herrera, Lorena Mata,

<b>Topic/Activity</b>	<b>Discussion</b>	<b>Action</b>	<b>Responsible Party</b>
Review and approval meeting minutes	<ul style="list-style-type: none"> <li>Minutes from 11/3/14</li> </ul>	<b>Motion to approve – Wetzel, Second – Ruppenthal, all approved</b>	
Review and approval of Committee Charge	<ul style="list-style-type: none"> <li>Committee Charge: 11/6/14 version</li> </ul>	<b>Motion to approve – Mesa, Second – Lim, all approved</b>	
Accreditation Update	<b>Report out on 11/14 Steering Committee meeting</b> <ul style="list-style-type: none"> <li>Assigned teams</li> <li>Reading follow up first and second draft</li> <li>ACCJC hosting training session in San Diego               <ul style="list-style-type: none"> <li>Inform administration if you are interested in attending</li> </ul> </li> <li>First draft due April, second draft due October, final report due Jan 2015</li> <li>Will hire consultant for editor</li> <li>Lynette is lead for Accreditation faculty</li> <li>Rita will email PowerPoint</li> </ul>	Information	
Program Review	<b>Review of PR liaison assignments: any changes or recommendations</b> <ul style="list-style-type: none"> <li>No changes</li> </ul> <b>Status on who has checked in</b> <ul style="list-style-type: none"> <li>All members have contacted their assigned departments</li> </ul>	Information  Information	
Strategic Planning	<ul style="list-style-type: none"> <li>Deferred</li> <li>May have a December 15<sup>th</sup> meeting if required to plan for PDD. Will know after Lynette meets with the President</li> </ul>	Information	
Parking Lot Items	<b>14/15 Goal setting: Finalize measurable outcomes relevant to committee</b> <ul style="list-style-type: none"> <li>By end of 14/15 Academic Year               <ul style="list-style-type: none"> <li>Develop a formal feedback process</li> <li>100% of Deans will be notified of 15/16 Programs Reviews by April 1<sup>st</sup></li> <li>80% of Program Reviews will be submitted by 12/1/14</li> <li>100% of Program Review staff will have access to portal</li> <li>100% of Program Review staff who request training will receive training</li> <li>Expand 2 Program Review resources</li> </ul> </li> </ul>	<b>Action Item – Felicia will email outcomes to IEC members for review and feedback. Will have motion to approve at next meeting</b>	<b>Mesa</b>

Respectfully submitted by Note Taker Sue Wetzel/Felicia Mesa.

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	<ul style="list-style-type: none"><li>to develop and have available to staff<ul style="list-style-type: none"><li>○ Develop a Likert Scale satisfaction tool to evaluate the effectiveness of the Program Review process<ul style="list-style-type: none"><li>▪ Feedback from staff</li></ul></li></ul></li></ul>		
Other	<ul style="list-style-type: none"><li>• Keith reminded everyone about the Kick off for the Educational Master Plan and the Facilities Master Plan on 11/19/14 from 2pm-3pm in the Mishra Room</li></ul>	Information	
	<b>Meeting Adjourned</b>	<b>Motion – Mesa, Second – Archuleta, all approved</b>	

Respectfully submitted by Note Taker Sue Wetzel/Felicia Mesa.