

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,

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

Respectfully submitted by Note Taker Sue Wetzel/Felicia Mesa.

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	<ul style="list-style-type: none"> o to develop and have available to staff o Develop a Likert Scale satisfaction tool to evaluate the effectiveness of the Program Review process <ul style="list-style-type: none"> ▪ Feedback from staff 		
Other	<ul style="list-style-type: none"> • 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 	Information	
	Meeting Adjourned	Motion – Mesa, Second – Archuleta, all approved	