EVERGREEN VALLEY COLLEGE
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MINUTES
SEPTEMBER 15, 2025
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, VP Dickerson, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Sara Jacome, Antoinette Herrera, Jack Ho, Will Sapigao, Sean Stewart, Andrew Takimoto, VP Willis

IEC Minutes for September 15th Meeting

Meeting Start Time: 2:11 PM.

Public Comments: Fahmida announced a new member, Sarah Jacome, representing Language Arts, who was a member a few years ago and is re-joining.

Approval of Minutes (May 5th Meeting):

- Vicki moved to approve the minutes of the May 5th meeting with a correction.

- Antoinette seconded.

- The motion passed unanimously.

Information/Discussion Items:

Student Services Program Review

- VP Willis announced that the Student Services Council is reviewing and updating the Program Review Template. The current version is instruction-centric and misaligned with Student Services' reporting structure. The revision aims to adjust the template to better reflect the Vision Aligned Reporting (VAR) requirements, which are data heavy.
- Vicki asked when the committee will receive the recommendations.
- VP Willis confirmed "this week."

Request to defer Counseling and Transfer Center Program Review

- The committee discussed a request from Dean Garza to defer the Counseling and Transfer Center Program Reviews to the 2026-2027 cycle.

- The rationale was that Dean Garza's heavy involvement in the 2025-2028 Student Equity Plan (SEP) and the Vision Aligned Reporting (VAR) makes completing a high-quality Program Review on the original timeline impractical.
- Grace asked when the last Program Review was completed.
- Fahmida replied that the last program review was completed four years ago.
- Grace asked if their SLOs are current.
- VP Willis confirmed he just completed a full SLO report for Student Services to the President on September 1st, so they have current SLOs.

Status Update on Program Review Form

- Fahmida shared that the instructional Program Review form was completed last week (Thursday) but she is still waiting for a timeline on the other forms (Administrative, Student Services, Enhanced Career Education) from Arcadia (formerly CurriQunet).
- She noted that Dr. Estrada suggested pre-populating and linking the last Program Review, but Arcadia currently lacks the technical ability to pre-populate or link to the previous review.

Real-time walk-through of the Program Review Maverick Interface

- Fahmida provided a real-time walk-through of the Maverick interface.
- She demonstrated new features, including the co-contributor field as a form property allowing users to select who can access specific sections.
- Updates to resource allocation criteria, requested by VP Alexander and the Budget Committee, were added to questions 1, 5, and 6.
- The committee discussed utilizing the system's "clone" function as a potential workaround for linking previous reviews.
- VP Dickerson suggested a separate working session to test this feature.
- Henry sought clarification on the timeline for implementing changes to the AURR (Annual Update and Resource Request), which VP Alexander requested to be updated for the current year's budgetary decisions.

August PDD Program Review Session

- Fahmida reported that the session was well attended.
- Attendees appreciated the program review checklist and curriculum and SLO/PLO status report information.
- Faculty also suggested holding the program review support sessions on zoom for flexibility.

Program Review Support Sessions

- The committee reviewed the schedule for support sessions and confirmed that the Zoom drop-in sessions with the Curriculum and SLO Chairs are a one-stop shop for faculty who need help with Program Review, SLOs, and curriculum.
- Vicki asked if faculty could get help with different modules during the same Zoom drop-in session. Fahmida confirmed and said they can use breakout rooms if necessary.
- Tina raised concern about the new system being difficult and suggests that if the system is still not allowing people to clone or carry over old material, faculty should be told not to create proposals yet.
- Fahmida assured the committee that she has advised faculty to save their answers in a provided Word doc and copy/paste later.

Timeline for 2025/26 Program Reviews

- The committee reviewed the upcoming deadline for the program reviews.
- Fahmida noted that the deadline for the final Program Review submission has always been the last working day of November, which is November 26th this year, the Wednesday before Thanksgiving.
- Vicki asked to move the deadline to Monday, December 1st, to give faculty more time.
- Henry Supported moving the deadline to December 1st, noting that it will give faculty time over the holiday weekend.
- Vicki noted that the deadline for the mentor/second reader feedback is missing from the list. Fahmida added February 6th as the deadline for mentor/second reader feedback to be sent to the authors.

Assign mentors for the 2025/26 and late Program Review Cycles

- The committee reviewed the list of Program Reviews for the current cycle.
- Fahmida noted that while the list for the year was still long, the number of programs reviewed per year has been reduced due to the shift to four-year cycle.
- She explained that last year's deferred reviews (e.g., Accounting, Administration of Justice) must be completed this year and that they must fulfill program review approval requirements (SLO/PLO and curriculum compliance). She also noted that the Umoja/AFFIRM's draft was not yet complete.
- Fahmida notified that the Mentor and Second Reader assignments for last year's deferred reviews have not been changed, except for replacing Judith with Heather, as their reviews were substantially complete.

Establish Goals for the 2025/26 Academic Year

- The committee approved the following goals for 2025/26 academic year:
    - Review each component of the Program Review module in CurriQunet.
    - Review Program Review questions and possibly create a template for Special Programs.

Motion and Vote

- Deferral for Counseling and Transfer Center Program Reviews: Grace moved to approve the deferral. Anntonette seconded.

    - Decision: The motion passed.

- Changing the Program Review submission deadline from November 26th to December 1st: Grace moved to approve. Anntonette seconded.

    - Decision: The motion passed.

Adjournment

- Fahmida adjourned the meeting at 3:45 PM.

EVERGREEN VALLEY COLLEGE
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MINUTES
OCTOBER 6, 2025
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Tina Abraham, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Sara Jacome, Antoinette Herrera, Jack Ho, Will Sapigao, Sean Stewart, Andrew Takimoto

Absent: Vicki Brewster, VP Dickerson, VP Willis

IEC Minutes for October 6th Meeting

Meeting Start Time: 2:02 PM.

Public Comments: There was no public comment.

Approval of Minutes (September 15th Meeting):

- Grace moved to approve the minutes of the September 15th meeting with a correction.

- Sara seconded.

- The motion passed unanimously.

Information/Discussion Items:

PR Forms and System Updates

Status Update on Updating the Program Review Forms

- Fahmida confirmed that Instructional, Administrative, and Student Services PR forms in CurriQunet (Maverick) are up to date.
- Outstanding Forms: The Annual Update and Resource Request form, the Enhanced Career Education form, and the Library form are still pending updates from the CurriQunet vendor.
- Resource Allocation Criteria: Updates requested by the Budget Committee and VP Alexander's team regarding criteria for resource allocation were implemented, but the system failed to apply the requested bolding and underlining.

Update on the "Clone" Feature in Program Review Module

- Fahmida confirmed that the clone feature in the PR module is disabled now.

- Rationale: Cloning copies old data directly into the new review, leading to inaccurate data and narratives, especially since PR forms and data are updated annually.

- Grace agreed, noting that while the clone feature is useful for Curriculum and SLO assessment records, it is counterproductive for the four-year scope of Program Review.

Proposal for Adding Word Count Limits for PR Question Answers

- Fahmida introduced the proposal to implement word count limits on PR questions, citing recent submissions being excessively long (e.g., 50 to 70 pages). The goal is to reduce redundancy and save time for mentors and second readers.

- Grace fully supported the proposal, suggesting adding a page limit maximum in addition to a word count for flexibility.

- Dean Herrera reported back from a pilot discussion with Biology faculty (Lisa Hayes), who was supportive of character limits but cautioned against applying a maximum to every box. She specifically noted the length of sections related to SLOs, faculty professional development, and reiterating previous goals.

- Fahmida agreed that the faculty professional development section and progress updates are typically the longest sections and require limits.

- The proposal was discussed further but was not voted on, scheduled for a future meeting.

Mentor-Second Reader List

- The committee reviewed the updated list. Professor Shaneel Pratap will be working on the Sociology program review.

Upcoming Program Review support Sessions

- Fahmida shared the date and time for the upcoming support sessions.

    o October 8th: 3:00 PM - 5:00 PM

    o October 13th: 3:00 PM - 5:00 PM

    o October 15th: 4:00 PM - 5:00 PM

Implementation of SAO Compliance for Student Services

- Fahmida opened the discussion on making Service Area Outcome (SAO) compliance a formal requirement for Student Services Program Review approval, mirroring the SLO compliance requirement for instructional programs.

- Grace strongly supported making SAO compliance a requirement, citing the need for accreditation evidence in the midterm report.

- Grace expressed concern that the SAO Coordinator position (which VP Willis was supposed to fill) has been vacant for over two years, creating a procedural obstacle. She emphasized that VP Willis should address this.

- Fahmida confirmed she would notify VP of Student Services. The item was scheduled for further discussion and a potential vote at the next meeting.

Discussion of the Program Review Handbook

- Fahmida shared the newly added sections of the PR handbook with the committee.
- Two new sections – 'procedure for deferred program review' and 'glossary' are added to the handbook.
- It will be sent to the members for review before the next meeting.

Strategic Planning Updates

- Educational Master Plan (EMP) and Institutional Set Standard Planning updates were tabled until the next meeting. This action was necessary because VP Dickerson was unable to attend, and her presence was required to provide necessary updates regarding the new policy.

Adjournment

- The meeting was adjourned at 3:25 PM.

EVERGREEN VALLEY COLLEGE

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MINUTES

OCTOBER 20, 2025

ZOOM MEETING

2:00 PM – 3:30 PM

Present: Tina Abraham, Vicki Brewster, Bob Brown, VP Dickerson, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Sara Jacome, Antoinette Herrera, Jack Ho, Andrew Takimoto, VP Willis

Also present: Henry Estrada, Emon Graves

Absent: Sean Stewart, Will Sapigao

IEC Minutes for October 20th Meeting

Meeting Start Time: 2:05 PM.

Public Comments: Vicki announced that the Classified Senate is selling chocolates as a fundraiser, mentioning they have dark chocolate.

Approval of Minutes (October 6th Meeting):

- Grace moved to approve the minutes of the October 6th meeting.

- Jack seconded.

- Vicki abstained as she was not present at the last meeting.

- The motion passed.

Information/Discussion Items:

District Strategic Plan Update

Professor Henry Estrada provided an update on the District Strategic Plan Task Force.

- The task force meets on the first Monday of the month. The goal is to have the district priorities set by the middle of spring (March), following an environmental scan of data (enrollment, success rates, comparison with other districts) to be completed by the end of the current year.

- Six Guiding Principles/Priorities for the District:

- Alignment of all plans across the district, ensuring college master plans build upon the district's strategic priorities.

- Strategic Enrollment Management (SEM) to address the "enrollment cliff" by focusing on alternative populations like dual enrollment, veterans, and returning students for retraining.

- Strengthening leadership stability and succession planning due to administrative turnover.

- Investment in technology and data infrastructure to achieve uniformity and integration (e.g., for curriculum and program review systems) across the district for greater efficiency.

- Success and career preparation focus, acknowledging that the new student population may require more extensive and costly support (making the college "student-ready") and addressing the need for retraining professionals due to the impact of AI.

- Communication and governance infrastructure re-evaluation to ensure effective communication channels and that all constituency groups have a voice.

- Strategic Enrollment Management (SEM) Plan Implementation: In response to a question from Fahmida, Professor Estrada confirmed that the College Council's adopted SEM is currently on hold. The new Vice Chancellor of Educational Services and Planning plans to integrate those ideas into a new district-wide SEM by convening a new, balanced committee with representatives from both colleges and the district.

Educational Master Plan (EMP) Update

VP Dickerson provided an update on the EMP and the President's Four Priorities, which roll up to the EMP and SEM.

- President's Four Priorities/Working Groups:

  - Scheduling (led by Dean Stewart and Dean Crary)

  - Student Equity (led by Dean Herrera and Dean Gutierrez)

  - Retention/Success/Completion (led by Dean Morgan and Dean Garza)

  - Micro-credentialing and Dual Enrollment (led by Dean Fuentes and Director Dickerson)

- Data Request Process: The data research function is now centralized at the district office, overseen by Executive Director Joyce Lui. Data requests must be submitted via a form or emailed to VP Dickerson.

Update on Institutional Set Standard Planning

VP Dickerson updated that she and Fahmida will meet with Vice Chancellor Brown to review and update the institutional set standards, which currently only list student success on the website. This is particularly important for gathering evidence for the midterm accreditation report due next year.

Program Review Forms and Module Updates

Fahmida presented an update on the program review forms.

- Annual Update and Resource Request (AURR) Form has been updated to include the Budget Committee's requested revisions to the six criteria for resource allocation. A small layout issue under criteria 6C and 6D has been noted and requested to be fixed.

- The district is currently pausing any system integrations (like Canvas to CurriQunet) while Vice Chancellor Prashant reviews system alignment across the district.

- Grace raised a concern that without system integration, the college cannot provide the disaggregated outcome data (including SLOs by demographic groups) required by the ACCJC.

- A typo (a misplaced number '14') in the Instructional Comprehensive Program Review form was found and reported in late September but remains unfixed.

Word Count Limit for Program Review Questions

The committee discussed imposing word count limits for specific long-form answers in the Program Review to promote conciseness and ease the review process.

- Proposed Questions for Word Limit/Guideline Focus:

    1. Question 2 under the Overview section (Progress update in achieving goals).

    2. Question 2 under the SLO section (Summarize SLO assessment activities).

    3. Question 2 in the Faculty/Staff section (Professional development activity list).

- Vicki added a comment that while conciseness is good, she appreciated the detailed information that helps explain a program's evolution.

- Grace suggested that conveying to faculty that the prioritization process is now more data-driven and objective than reliant on subjective justifications (or "sell jobs") in the narratives, may encourage conciseness.

- Next Steps: Fahmida will work with one person from Student Services and one academic faculty member to review old program reviews and propose word count limits. Dean Herrera will use the upcoming Mathematics comprehensive program review submission to informally assess where cuts can be made.

Updated Program Review Handbook

- Fahmida asked the committee to review the draft Program Review Handbook that was sent out and provide feedback before the next meeting.
- VP Willis stressed that the handbook is a good opportunity to incorporate consistent language about being concise to help shift the culture of writing long program reviews.

Upcoming Program Review Training or Support Sessions

- Fahmida listed the dates for the upcoming Program Review support sessions in November (excluding November 10th due to the Veterans Day holiday observance), including sessions right before the December 1st deadline, to help faculty complete their reviews.

Action Item: SAO Compliance for Student Services Program Review Approval

The committee addressed an action item to require Service Area Outcome (SAO) assessment compliance for the approval of Student Services Program Reviews. This requirement aligns the review process with that of Instructional Program Reviews, which require Student Learning Outcome (SLO) compliance for approval.

Discussion Highlights

- VP Willis fully supported the motion, clarifying that SAO assessment is an annual requirement (due June 30th) that applies to all non-instructional areas, including Student Services, Academic Affairs offices, Administration, and the Library.

- Grace noted that this initiative aligns with ACCJC Standard 2.9, which mandates regular assessment.

- Dean Herrera inquired about the current status of compliance, asking: "What has been the compliance with our service areas in completing their SAOs and assessing those?... Are we getting better? Are we kind of the same, or getting worse?"

Motion and Outcome

A motion was made to approve making SAO assessment compliance a requirement for the approval of Student Services Program Reviews.

- Result: The motion passed by majority vote.

Next Step

- Fahmida will gather the requested data and provide a status update on SAO compliance at a future meeting.

Adjournment

- The meeting was adjourned at 3:18 PM.

EVERGREEN VALLEY COLLEGE
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MINUTES
NOVEMBER 3, 2025
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Tina Abraham, Bob Brown, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Sara Jacome, Jack Ho, Sean Stewart, VP Willis

Also present: Kelly Nguyen-Jardin

Absent: Vicki Brewster, Antoinette Herrera, Will Sapigao, Andrew Takimoto

📝IEC Minutes for November 3rd Meeting

Meeting Start Time: 2:04 PM.

Public Comments: There were no public comments.

Approval of Minutes (October 20th Meeting):

- Grace moved to approve the minutes of the October 20th meeting with corrections.

- Tina seconded.

- The motion passed.

Information/Discussion Items:

1. Program Review Updates

A. Status Update on Program Review Form Revisions

- Typos and formatting issues identified a month ago have not yet been updated by the programmers due to high volume.
- No timeline was given for the updates.
- The Library and Enhanced Career Education templates are also pending.
- Fahmida cautioned the committee that recent small updates to the program review module are currently taking 5-6 months to process.

B. Building Information Modeling (BIM) Program Review Update

- Fahmida reminded the committee that IEC established a process last year: if a program defers its program review for the second time due to out-of-date courses/programs, a Program Viability Review (PVR) should be conducted.
- Dr. Estrada provided the update:
  - The PVR process is currently being developed by an Academic Senate task force (meeting later today) under AP 4021.
  - The PVR will include a three-tier process (Tier 1: immediate, Tier 2: expedited, Tier 3: full PVR).
  - BIM will require a Tier 3 (full) PVR, as it involves potentially eliminating the program/courses.
  - The committee decided to leave BIM in the program review cycle with a note until the PVR is completed.

C. Women and Gender Studies Program Review Update

- Fahmida notified the committee that the VP of Academic Affairs, Dr. Dickerson, requested a deferral until the next cycle.
- Reasons for Deferral:
  - The faculty coordinator does not have a Faculty Service Area (FSA) in the discipline.
  - The only faculty who does (Prof. Charlie Kahn-Lomax) is retiring.
  - Need for ongoing policy clarification regarding the program's academic structure.
- Decision: The program review is deferred for one year.
- Dean Stewart confirmed the issue that the course is linked to multiple degrees, but the coordinator lacks the required FSA. The policy may need to be amended, as the program is now a discipline, not just an event-based program.

D. Status Update on Late Program Reviews

- The seven programs pending from last year (including Accounting, Administration of Justice, Entrepreneurship, Ethnic Studies, Family and Consumer Studies, CalWORKs and Umoja/AFFIRM) are actively submitting updates and working on compliance issues.

  - **Accounting:** Making progress on PLOs and working with Dean Fuentes to get associate faculty to submit SLO assessment results in CurriQunet.

  - **Administration of Justice:** Making significant progress; submitted proposals to update 10 courses that were going out of compliance; working on certificates and PLOs.

  - **Entrepreneurship:** Submitted a proposal to update the out-of-date certificate (the reason for last non-approval).

- o **Ethnic Studies:** Communication is ongoing with the single available full-time faculty; addressing curriculum/SLO questions.

- o **Family and Consumer Studies:** Communication is sparse due to no full-time faculty, but an associate faculty confirmed work on SLO/PLO compliance.

- o **CalWORKS & Umoja/AFFIRM:** VP Willis confirmed both are actively working on updates using the current approved form. VP Willis noted proposed changes for the Student Services form will be sent to IEC for the next cycle.

E. Program Review Handbook

- The handbook has been updated with a new section and glossary, and the updated version was sent to the committee.

- Addressing feedback, the narrative for the criteria for resource allocation will remain unchanged unless updated by the Budget Committee.

- Fahmida requested any final content feedback by Friday.

- The PVR process will be added to the handbook once approved by the Academic Senate task force.

2. Submission Deadlines

- **Program Review Submission Deadline:** December 1st (multiple email reminders scheduled).

- **AURR/Resource Request Submission Deadline:** December 12th.

- **Educational Master Plan 24-26 Key Action Plan Progress Update:** November 14th.

Adjournment

- The meeting was adjourned at 2:40 PM.