Table of Contents

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
SEPTEMBER 18, 2023
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Antoinette Herrera, Sara Jacome, Guy Ras, Will Sapigao, VP Pouncil, VP Willis

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IEC Minutes for September 18th Meeting

Meeting Started: 2:05 pm.

Public Comments: Angel introduced himself and said that he is happy to be helping IEC until Dean Calderon is back. He also mentioned that he served at IEC for two years at Laney College.

Approval of Minutes: Antoinette moved to approve the May 1st meeting minutes. Guy seconded, and all approved.

Information/Discussion Items

1. Accreditation – update- VP Pouncil provided an outline of accreditation onsite visit on October 2nd.He said that there is a change in the whole accreditation visit process- instead of having multiple meetings with stakeholders, the process became very simple ad efficient. He shared with the committee the schedule for October 2nd.

2. Annual Update and Resource Request (AURR) Form- update- Fahmida reported that the co-contributors' option has been added to the form. She walked through the process in real time to show the changes that are going to be made to include College's Resource Allocation Rubric and manager/VP's prioritization list in the AURR. She added that the change will be first implemented to the sandbox to review before adding to the live version of CurriQunet. Antoinette asked whether the department/programs would be able to report on how they have used the money to close/meet the outcomes or objectives that they intended in the AURR form. Fahmida replied yes. Angel suggested that for the question, "Have you received funding for this before?", it would be good to clarify what that means, because if it is a continuing cost, it will be happening every year.

3. Educational Master Plan (EMP) Implementation Plan-update- Fahmida notified the committee that a total of 28 submission s of EMP implementation plan was received last year and IEC submitted a summary report on these EMP implementation plan at college Council's May 22nd

meeting. The next step is to hold an Annual Planning Summit this semester to review last year's EMP activities, tasks, and outcomes as well as review College's progress on meeting the four EMP goal matrices.

4. Program Review
   - PDD Program Review Session-Bob reported that PDD program review session went well but the attendance was low; Not everyone due for program review this year attended the meeting.

   - Program Review Training Sessions: Sep 25, Sep 27, and Sep 29- Training sessions are scheduled to help the PR authors with their program reviews and to show how to submit the program review draft in CurriQunet.

   - Future Needs and Resource Request Form-update- Fahmida reported that she is working with Budget Committee and CurriQunet vendor to update the Future Needs and Resource Request Form so that it would be easier for the budget committee to extract information from CurriQunet in allocating resources.

   - Health Science and Natural Science Program Review- Health and Natural Science requested to include Health and Natural Science degrees into Biology program review rather than completing separate program reviews since all of the courses required by these degrees are offered by Biology department. Henry asked are these degrees or certificates. Will replied that they are Associate of Art degrees with emphasis on health and natural science. The committee discussed this at great length and decided that Health and Natural Science should complete a separate program review to find out the viability of these degrees.

   - Assign mentors for 2023/24 cycle and late PR cycle- Committee agreed on the assigned mentor list for 2023/24 cycle and late PR cycle.

   - Establish goals for the IEC 2023/24 academic year - The committee approved the following goals for 2023/24 academic year:
     - Establish criteria for which program require to complete program review
     - Assess our processes
     - Update the Program Review Handbook

Adjournment: The meeting was adjourned at 3:10 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
OCTOBER 2, 2023
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Bob Brown, Grace Estrada, Henry Estrada, Fahmida Fakhruddin, Angel Fuentes, Judith Girardi, Lisa Hays, Antoinette Herrera, Eric Narveson, Guy Ras, Will Sapigao

Absent: Vicki Brewster, Sara Jacome, VP Pouncil, VP Willis

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IEC Minutes for October 2nd Meeting

Meeting Started: 2:06 pm.

Public Comments:

- Lisa Hays reported that the Budget committee approved December 15th as the deadline for Annual Update and Resource Request Form.
- She said that after the submission of Annual Update and Resource Request (AURR), VP Alexander would review it first and then it will go to the facilities and safety committee and then technology committee before the budget committee review it.
- She added that last year there were 55 program reviews and annual updates that the budget committee reviewed and ranked with the Resource Allocation Rubric.
- She continued by saying that the Budget Committee is excited to know that this year they can start early February with the AURR since the submission deadline is moved up.

Approval of Minutes: Angel moved to approve the September 18th meeting minutes. Guy seconded, and all approved.

Information/Discussion Items

1. **Accreditation Update:**
   - Fahmida informed the committee that EVC community had two opportunities to engage with the accreditation peer review team today: a Meet and Greet session and a Community Open Forum.
   - The peer review team will give a formal exit report at 3:30 pm today.

2. **Establish the deadline for Annual Update and Resource Request (AURR) submission:**
    - Fahmida reported to the committee that the Budget Committee proposed and approved December 15th as the submission deadline for AURR.
    - Bob raised the question of how IEC will complete reviewing all the Annual Updates on top of the comprehensive program reviews.
    - Fahmida replied that only the IEC chair will review the AURRs, as was done last year since this will be extra work for the IEC members to take on.
    - Grace asked whether the IEC chair will be getting additional reassigned time since this is a lot of work that was not part of the original IEC Chair responsibility.
    - Fahmida replied that this question would be for another discussion.
    - The committee approved the submission deadline for AURR as December 15th.

3. **Plan for Educational Master Plan (EMP) Annual Planning Summit:**
    - The committee discussed at length how to plan for the EMP Annual Planning Summit.
    - Antoinette suggested doing it at the division level first and then coming together overall.
    - Henry agreed with Antoinette, saying that this would allow for subgroups to brainstorm on how to proceed or act.
    - The committee decided to hold the summit at the division level.
    - Fahmida requested that members send their ideas by October 12th.

4. **Program Review:**
    - How did the Program Review Training Sessions go? -Fahmida notified the committee that September Program Review Training Sessions went well. Help was provided to program review authors for answering questions in the template and how to submit the program review draft in CurriQunet.
    - Program Review Training Sessions: Oct 9, Oct 10, and Oct 12-Three more Training sessions are scheduled for October to help the PR authors with specific questions for their program reviews.
    - Computer Aided Drafting & Design (CADD) Program Review- Fahmida stated that the CADD Program Review is due this year, but the only faculty member is on medical leave, and the dean had to cancel all the classes. Therefore, CADD is requesting to defer the program review until next year. The committee voted and approved deferring the CADD program review to the 2024/25 cycle.
    - Notify programs that are due for program review a year ago instead of a semester ago- The Budget Committee recommended notifying programs that are due for comprehensive program review a year ago instead of a semester ago which is the current process. Grace pointed out that part of the reason for the earlier notification is that updating courses and programs takes more than

a semester to complete the curriculum review process. The IEC committee agreed and approved to notify programs that are due for program review a year ago instead of a semester ago.

- Establish criteria for which program requires to complete program review- The committee reviewed the definition for a program and discussed criteria for which program require to complete program review. Eric asked what the purpose is of doing a program review other than to make sure to have evidence to request resources. Antoinette replied that it is also important to see the effectiveness within the program - defending the viability of the program. Angel pointed out the importance of completing career education (CE) program reviews since things change constantly in career education. The committee decided that if a program has program learning outcomes or service area outcomes then they will definitely complete program reviews. Otherwise, it will be the program's discretion to complete program review or not.

Adjournment: The meeting was adjourned at 3:12 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
OCTOBER 16, 2023
ZOOM MEETING
2:00 PM – 3:30 PM

Present: Vicki Brewster, Bob Brown, Lu Crary, Fahmida Fakhruddin, Judith Girardi, Antoinette Herrera, Sara Jacome, Lorena Mata, Guy Ras, Will Sapigao, VP Pouncil

Absent: Angel Fuentes, VP Willis

IEC Minutes for October 16th Meeting

Meeting Started: 2:06 pm.

Public Comments: There were no public comments.

Approval of Minutes: Antoinette moved to approve the October 2nd meeting minutes. Guy seconded, and all approved.

Information/Discussion Items

1. **Accreditation Update:**
   - Fahmida informed the committee that the peer review team gave a formal exit report at 3:30 on October 2nd. She added that this was a proud moment for the college.
   - The college will receive the official letter of accreditation reaffirmation in February 2024.

2. **Update on Annual Update and Resource Request (AURR) Form in CurriQunet:**
   - Fahmida reported to the committee that most of the updates requested by the Vice President of Business Services and Budget Committee have been completed.
   - All updates are expected to be done by the end of October.
   - Vicki pointed out that this will give 45 days to complete all of the work for AURR.

3. **Plan for Educational Master Plan (EMP) Annual Planning Summit:**
   - Fahmida thanked the members for sending their feedback and ideas on how to plan for the EMP Annual Planning Summit.
   - The summit will be held at the division level in the week of November 1st and 6th.
   - The deans will lead the discussion for their division.

- Each division will discuss last year's EMP activities, tasks, and outcomes on meeting four EMP goal matrices.
- The deans will then submit a summary report of this summit to IEC.
- IEC will develop a draft for EMP Implementation Action Guide.
- The EMP Implementation Action Guide will be reviewed by different constituency groups before publishing and posting on the college's website.

4. **Program Review:**

- **Additional document for this year's Comprehensive Program Review-**
    - Fahmida shared and walked through a document that will be sent to the comprehensive program review authors to complete and upload as an attachment to the program review draft.
    - The purpose of this additional document is to make the work easier for the Budget Committee.
    - This information will be added to the comprehensive program review form in CurriQunet next year.
    - Vicki said that the comprehensive program review template needs to be revised since some of the questions in the additional document are already in the template. She added that the committee needs to look at what is in CurriQunet, what the Budget Committee is asking, and how the information can be extracted.
    - Fahmida replied that currently CurriQunet does not have a way to extract specific information. Therefore, the plan is to update the program review questions to align with the College's resource allocation's criteria.
    - The committee provided feedback for updating the VP/manager's prioritization list and stressed the need for providing an example on how to fill up the resource request list.

- **Update on Future Needs and Resource Request Form-**
    - Fahmida notified the committee that there is no need for comprehensive program review authors to fill up the Future Needs and Resource Request Form in CurriQunet this year since the information is already included in the additional document.
    - Lorena asked whether there is a way to itemize every specific database request that Library needs so that IEC, Budget Committee, Library Dean and President all can see the requests since Library look out for all the students and departments.
    - Fahmida showed and said that this information can be added to the Future Resource Request Form under the section '**Provide a detailed list of each item being requested in this category to include item name (s), amount**

(s), and quantity'. She also suggested to attach supplementary document to support resource requests.

- o VP Pouncil said that going forward we will make sure that there is no duplication in the request.

Adjournment: The meeting was adjourned at 2:49 pm.