

Evergreen Valley College, Institutional Effectiveness Committee

Minutes of Meeting, Oct. 3, 2011, 2:30 p.m., President's Conference Room

Attendees: Irma Archuleta, Octavio Cruz, Chris Ratto, Guillermo Castilla, Lorena Mata, Felicia Mesa, Keith Aytch, R.J. Ruppenthal

Accreditation Update: Keith attended his first ALO conference in Southern California and brought back some important knowledge as well as a conviction that Accreditation is an ongoing process and the college must provide an infrastructure to continue supporting improvement efforts on an ongoing basis. Accreditation Steering Committee met last week to discuss updates, Follow Up Report, and preparation for site visit in November. College is in communication with visiting team chair and Keith is working on logistics of hotel, schedule, and team's needs, etc.

Strategic Planning: Once accreditation visit is complete, VPs will provide Deans with templates to help divisions and departments work on developing unit-level CTAs. Separately, RJ said that he is working on a sample long-term strategic planning calendar, so that college can predictably schedule out how often (and in which years) it needs to conduct each aspect of the Strategic Planning process. He will bring this to IEC in the coming months so that members can discuss the proper timing and how much we want to stretch out this planning.

Program Review: A.) Update on 2011-12 Programs: Program liaisons checked in with information on their various areas. Most programs appear to have been meeting on this and are getting started with their PRs. There are several areas of concern in the SSHAPE division, which does not have full-time faculty in all of the areas up for review (such as 3-D Art, Photo and Drama). RJ will talk with Dean Mark Gonzales again to check that he has adequate faculty support for these reviews to be conducted. Also, with Henry Gee's promotion, there is no full-timer in BUS, so that review probably will need to be postponed.

B.) Student Affairs Program Review Criteria: Irma reported that this is in development. The Student Affairs retreat had to be cancelled, but since this criteria is so important, a smaller team will finish developing it, and then it will be reviewed and revised again as needed for next year.

C.) Creating New Program Review Evaluation Rubric: IEC members divided into three small groups and spent time within each group discussing what the ideal evaluation rubric should include. At the end of this exercise, all groups reconvened and agreed that the best solution was to create an evaluation form that closely tracked the PR Criteria. For each major item, the reviewer should be able to assign a rating (positive or negative) and then provide some comments, along with an overall comment section. RJ said that he would take this information and begin developing a sample form for members' review at the next IEC meeting.

D.) Annual Update Form: IEC decided not to create a subcommittee to work on an Annual Update form, but to continue working on this together as a committee in our upcoming meetings.