

Evergreen Valley College, Institutional Effectiveness Committee

Minutes of Meeting, May 7, 2012, 2:30 p.m., President's Conference Room

Attendees: Guillermo Castilla, Eric Narveson, Felicia Mesa, Chris Ratto, Octavio Cruz, R.J. Ruppenthal

Accreditation: Accreditation Steering Committee met last Friday. Keith introduced the meeting and gave an overview of what he learned from ACCJC conference. R.J. provided a rundown on the outstanding ACCJC recommendations and progress so far. The meeting included updates for the whole steering committee from the people who have been tasked with writing responses to the current recommendations. In addition, members were asked for their help in deciding how the Accreditation Steering Committee can become more of a permanent body, rather than an ad hoc responsive unit. Some ideas were mentioned, and members agreed to consider other ideas and continue the discussion in the future.

IEC also discussed how to ensure that EVC sustains our Sustainable Continuous Quality Improvement on a permanent basis, not merely as an ad hoc response. R.J. provided another progress and writing update for IEC members as well, though members jointly serve on the Steering Committee and attended that meeting.

Strategic Planning: R.J. reported on his discussion with President Henry Yong about Strategic planning. The President agrees with IEC that we should stretch out the planning calendar, so as to give the college 5-6 years to complete the planning and revision cycle rather than trying to complete it all in two years. He will defer to IEC on whether to make the cycle 5 or 6 years, but said he favors the longest possible cycle, given the quantity of work that people have to do. He also endorsed IEC's plans to hold its events on voluntary Fridays, since there are fewer Professional Development Days available.

IEC members again voiced agreement with the idea of putting strategic planning on a longer calendar cycle. The committee has reviewed models from several other colleges in the past. Members seemed to like the 5-year model. If we spend next year finishing up the current cycle with cascading and unit-level CTA work in the Divisions, then EVC can begin a new cycle the following year which will be mapped out well before then.

Program Review: IEC members discussed this year's completed Program Reviews and voted to recommend that the college accept the reports submitted by all programs this year. The only exceptions are DSP, AFFIRM, and Honors, which will need to submit their completed Program Reviews for IEC review in Fall 2012 before the 2012-13 programs begin submissions.

Annual Update form for Program Reviews is online. IEC members were provided the links by e-mail for the finalized online form and the back-end page to review submissions. IEC members discussed piloting it in one division next year, on a voluntary basis, and Irma indicated that Student Affairs should be able to submit some updates soon as well.

Institutional Research: R.J. reported on his meeting with Dr. Tamela Hawley, SJECCD's new Director of Research and Institutional Effectiveness. He feels that she has a good understanding of the college's body of work and needs. IEC members voted to invite her to join the committee's 2012-13 meetings.

IEC Self Evaluation of Program Review Process: R.J. introduced the evaluation criteria that IEC members had suggested. He developed it with members' feedback. It is a place to start this first formal self evaluation of the PR process, but it can be much improved in the future. Felicia suggested again that IEC ask programs to submit evaluations of this process, which everyone agreed was a good idea. IEC members used criteria as a tool for discussion. The major weakness has been the lack of a separate Student Affairs Program Review criteria. Now that we have one, IEC also will need to develop an internal form to evaluate it, since our evaluation tool currently matches the criteria used for instructional programs. Members also suggested the idea of having program representatives attend IEC to explain their PRs when submitted. Much like Curriculum Committee does with course creations and revisions. Members felt the PR process had been largely successful this year.

IEC Next Year: R.J. expressed hope that current members would continue to serve next year. Those attending agreed that they planned to return.