

## Evergreen Valley College, Institutional Effectiveness Committee

### Minutes of Meeting, Sept. 19, 2011, 2:30 p.m., President's Conference Room

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

**Welcome to President Henry Yong:** Henry thanked IEC committee for its hard work on strategic planning, program review, and accreditation. He talked about accreditation warning status, ACCJC expectations, and SLO work. He stated that he wants EVC to develop a full-scale Strategic Plan like many other colleges have. We have all the pieces: Educational and Facilities Master Plan, Strategic Planning Process, current Mission and Strategic Initiatives. RJ said it would be fairly simple to put these together into a complete Strategic Plan document, but that Henry Gee had indicated the facilities planning was still ongoing and fluid. So we may need to wait until we can get something from the facilities folks that is at least somewhat static. Facilities is the only part of the planning which IEC does not directly oversee. The other elements are all in place, so if we can get that piece, then we can finalize a complete Strategic Plan.

**Accreditation:** Draft of Follow Up Report is available and posted online. Several pieces we address in the Report, such as Technology Master Plan and Code of Ethics, are still undergoing Shared Governance approval this month. Follow Up Report scheduled for Board review and approval, then submission by October 15. Preparations for site visit are underway. Accreditation Steering Committee and SLO Subcommittee will be meeting soon.

**Strategic Planning:** College-wide CTAs were set last semester, so we will take those and distribute to the Divisions, which can take up the work of unit-level CTAs at the Department level (cascading). IEC will continue to work with College Budget Committee on ensuring a seamless transition to our "closed loop" College Budget and Planning Process. Also, RJ wants to create a longterm Strategic Planning calendar which will show how our work is spread out allotted for each upcoming year. He showed examples from several other colleges, including the College of San Mateo's planning calendar which was featured at an ACCJC regional workshop he attended last year.

**Program Review:** Program liaisons were appointed to make sure each department/program scheduled for review has the information it needs and an opportunity to have any questions answered. The committee discussed plans to revise the Program Review evaluation rubric and create an Annual Update form. RJ stated that he was in discussion with Dean Jonathan King about a model for Vocational Reviews (every two years) which we might be able to integrate into the same form as the Annual Updates.