

Evergreen Valley College, Institutional Effectiveness Committee

Minutes of Meeting, May 5, 2014, 2:30 p.m., President's Conference Room

Attendees: Irma Archuleta, Antoinette Herrera, Octavio Cruz, Felicia Mesa, Preeti Srinivasan, Chris Ratto, Keith Aytch, R.J. Ruppenthal

Program Review Focus

- (1) The committee reviewed the proposed Program Review Schedule for upcoming years. Irma mentioned that several of the Student Affairs programs were not accurately scheduled yet. She had not provided this information to Keith and Rita (who were developing this draft schedule) before the meeting. A few changes needed there, but the programs that are going next year already know of this fact.

There were a few other suggested changes. Per Antoinette, CNA submitted a review this year and should not be calendared for next year. Some of the minor (one course) departments in SSHAPE need to be set for a particular year. Keith also mentioned that Service Learning needs to go next year. We need to pull the most recent Guidance and Work Experience reviews to make sure of their cycle.

Overall, IEC agreed that the schedule for the next year is accurate and can be published to the college to create some early predictability for the upcoming cycle. Future years are fairly solid, but will require a few changes.

- (2) Evaluations of Annual Updates: After a discussion, IEC formally approved the Annual Updates for Accounting, Auto, Paralegal Studies, CIT, and Surveying/Geomatics. RJ will provide IEC's feedback to the first four of these programs. Surveying already was handled separately since the department submitted a longer update. Feedback includes: CIT needed additional explanation; much of the language was too vague (Felicia, Chris). Also, more analysis is needed for most Annual Updates: how are the programs using this to get better? (Antoinette, Felicia). We should see all this info in the next comprehensive Program Reviews and we will be looking for it there.

- (3) Self Evaluation of Program Review Process

RJ introduced the evaluation form (reproduced below), which members had been asked to review and complete prior to today's meeting. The form is a tool for discussion. IEC proceeded to discuss all ten of the criteria. Form: text box needs to wrap (Octavio). We need to get better info to the programs via Deans (Keith). Tamela at district had asked who needs access to data. Keith will provide this info for upcoming year. Full faculty access to data needed (RJ). Deadlines were too late.

IEC agreed to set new deadlines as follows, in effect for 2014-15: Annual Updates due Oct. 1. First Draft of comprehensive Program Reviews: Dec. 1st. Final Draft comprehensive PR: April 1.

ARC Scorecard being used; data should match (Irma) and we should cover this in PDD training. Two IEC reviewers providing PR evaluations must communicate and consolidate feedback (Keith). Invite reps to selected (October and March) IEC meetings next year to discuss PRs (RJ and Keith). IEC Program Review calendar (Annual): make available (Antoinette).

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IEC's Evaluation of Program Review Process 2013-14

1. On a scale from 1-5 (5=excellent, 4=very good, 3=acceptable, 2=fair, 1=poor) please evaluate the following parts of the 2011-12 Program Review process:

<u>Item</u>	<u>Evaluation Score</u>
A. PR Criteria Form	___ 4 ___
B. Evaluation and Feedback Form	___ 4 ___
C. IEC Provided Proper Information to Programs	___ 4 ___
D. Programs Had Access to Appropriate Data	___ 5 ___
E. Communication with Program Personnel via IEC Liaisons	___ 4 ___
F. Information Provided on the Web Page	___ 4 ___
G. Timeline/Deadlines	___ 3 ___
H. Annual Update Form	___ 5 ___
I. Integration with Programs' SLO Assessments	___ 4 ___
J. Program Reviews are Being Used to Assess and Improve Student Learning and Achievement	___ 4 ___
K. Overall Score for Program Review Process (x/50)	___ 41 ___

Please write your responses to the following questions. If you need more space, feel free to use the back of this page.

2. From your perspective, what went well in this year's Program Review process? (Positives)
3. From your perspective, what did not go well in this year's Program Review process? (Negatives)
4. Based on your evaluation, what improvements should IEC make to next year's process?