2015-2016 IEC Committee Minutes

Evergreen Valley College
IEC Committee Meeting Minutes
February 1, 2016

Present: Lynette Apen, Patricia Perkins, Ronald Lopez, Liza Kramer, Antoinette Herrera, Yesenia Ramirez, Mark Gonzales (late arrival).

Absence: RJ Ruppenthal (sabbatical), Sheryanne Lim (sabbatical), Keith Aytch, Irma Archuleta, Felicia Mesa, Chris Ratto, Ralph Nichols, Azita Tavana, Lorena Mata, Octavio Cruz, Lisa Kalenda.

Topic/Activity	Discussion	Action	Responsible Party	Due Date/ Follow-up
Review and approve 10/19/15 minutes	o 10/19/15 minutes approved. o Review of 11/16/15 & 12/7/15 minutes deferred.	Approved w/ small changes	IEC members present	
Program Review Update	o Status on Feedback from 14/15 • Ethnic Studies—approved at College Council mid-Dec. • Health Services—more to come. • EOPS—Lorena and Liza check whether changes have been made based on feedback. Should it be moved forward? Hope to act at next meeting. o 2015/16 reviews submitted—update on feedback. • Foreign languages—Spanish, French, Vietnamese all did training together. Sign Language was not there. Spanish said their PR was rough; they need support. Touch base w/ Lorena--maybe kick it back soon? • Dance, Theater Arts, and Music—Chris has reviewed 2 of 3; will forward to Keith. • BIS and CIT—Felicia needs to enter feedback electronically, then can be forwarded to Mark. • Engineering—forward to Antoinette after received from Felicia. • FCS—Pat/Lorena—in process • Psychology— Felicia needs to enter feedback electronically--not received by Pat yet. • CalWorks—feedback not done yet. o 2015/16 status on remaining PRs not yet submitted. • Auto—no word yet. Lynette will check in w/ Lena Tran. • Bus. Admin.—not received tho' due today. H. Gee lost his mother recently, so may be delayed. • CADD/BIM—LA will follow up w/ Dean Highers. • Computer Science—submitted 1/16, but some confusion about data. LA met w/ Henry Estrada last week & talked thru. New submission deadline is 3/1/16.	Late submission feedback Action item	IEC members IEC members	 Feb. 22

Respectfully submitted by Note Taker, Liza Kramer.

	• Legal Assisting—being pushed to next year? RJ back from sabbatical [?]. Area managers can postpone; IEC keeps track. • French/Sign Language—LA will follow up w/ Dean Kravitz. • Surveying/Geomatics—LA will follow up w/ Dean Highers. • CNA-Mini—submitted 1/14/16—needs to be assigned. To RJ? • Service Learning expected 2/1/16, but not yet received. Check in w/ Marjorie Clark. • Counseling (services of counseling rather than classes)—Mirella taking lead. Martha Hardin.			

Strategic Planning	○ We need point person for campus—RJ?
	  • Need to put our activities on an official calendar.
	  • When are we going to evaluate the whole process?
	  • When is each Strategic Initiative due?
	○ Institutional Effectiveness
	  • 5 items we need to get on **this semester** to get us into good position.
	  • Bob Pacheco (was Dean of IE) will participate in some of our meetings to help w/ Accreditation.
	○ Student Centered—do activity at April PDD.
		Information		

Accreditation Update	○ Institution Set Standard—Course Success Rate (see handout: bar graph provided by Yin-Feng)
	  • Bob Pacheco (consultant) says there needs to be a standard for course success that is reported on Annual report for ACCJC
	  • Used to be populated by research staff, which is how it got set at 80%.
	  • Green bar on graph (72.6%) is aspirational for State Chancellor.
	  • Success rate should be floor not ceiling—not too low; thoughtful, but achievable over time.
	  • On bar graph, we hover around 70% for years 2010-2015.
	  • BP said set our Institutional Set Standard (orange bar) at 90% of the 70%--around 63-65%. This is a number we HAVE to achieve—if you go below it, you have to investigate and report on it, and develop action plans.
	  • BP said we should include state success rate, as well as rate for like schools (like Mission?).
	  • Institutional Set Standard is aggregate for whole campus, but we need standards at Program and Instructional levels too—
		Information		

Respectfully submitted by Note Taker, Liza Kramer.

> anywhere we have a degree. Then every time you do a program review, you ask whether you have met the standard.
- SSSP and Equity Reports should be consulted now to look for potential solutions.
- ACCJC requires ISS for:
  ➢ Course completion
  ➢ Licensure pass rates—CTE
  ➢ Job placement rates
- LA will go to Programs for whom it is easy to calculate—e.g. Nursing and English.
- Needs to be set across the campus for every instructional program **before next fall**.
- New item on Program Review feedback form for next year will ask: where does your program stand relative to this Institutional Set Standard?
- ACCJC says you can add any other measure you'd like: program completion, persistence, transfer rates, degrees/year.
- Research & Data office is producing huge data collection—"Chapter 5." At next meeting, we will discuss setting our standard based on this + state and comparable rates.
- IE PI research office originally produced it. IEC reviewed it; SS committee reviewed it; and it went to CC.
- ISS gets reported on each March.
  o Quality Focus Essay = things we can improve on that cannot be done with our current infrastructure & crosses all four standards. Allows us to focus & evaluate how we're doing.
- Lynette proposes these two focuses:
  ➢ Planning—integrating data that we have w/ SSP and Equity Plans
  ➢ Communication—reporting changes as they're happening on campus. Can be as simple as personnel, and/or communication between shared governance committees; how minutes are done, where they're kept.
- Culture of Inquiry—we have data, but don't get to look at it and use it in genuine way.
- LA presenting at CC on Monday. QFE themes could still change. As we delve more into student data, we may want to add something there.
- QFE must have measurable outcomes—who's responsible? What resources are needed?
- We need a QFE advisory/thought group—e.g. I have idea how we could integrate SSP data.

Respectfully submitted by Note Taker, Liza Kramer.

	- Writing will mostly be done by LA and Lisa Kalenda. - Operationalizing these plans is stressful.			
Discussion of funding for Program Review	o Question from AH—Budget Committee is stuck on distribution of resources for PR seemed unfair. Budget Committee wasn't aware of funds ahead of time. Process was approved by CC, but they weren't happy. o LA responds: funds came after fall semester had started. This was the first time, and no process was in place. o How can the process be improved? o MG says it's a philosophy, not just a procedure. VPs and committee chairs—PR vetting process happens in March, then budget happens in June. Line item for District to put aside at least X amount for PR? o MG suggests having a form to fill out to request PR funds to equalize & make more uniform. But bottom line is that they must have approved PR to get funds. o Bob Pacheco says we should have rubric for grading PR—e.g. have to hit 70% in order to be funded.			
Next meeting(s)	o 2/22/16 and 2/29/16 (if needed)	Information		

Respectfully submitted by Note Taker, Liza Kramer.

Evergreen Valley College
IEC Committee Meeting Minutes
February 22, 2016

[Note: these minutes are reported in narrative format to reflect discussion of Institutional Set Standards, which constituted the majority of the meeting on this date.]

Present: Lynette Apen, Bob Pacheco, Keith Aytch, RJ Ruppenthal, Felicia Mesa, Patricia Perkins, Liza Kramer, Antoinette Herrera, Yesenia Ramirez, Mark Gonzales, Joyce Lui (SJCC), Ying-Fang Chen, Lorena Mata, Adrienne Burns.

Absence: Sheryanne Lim (sabbatical), Chris Ratto, Ralph Nichols, Octavio Cruz.

Agenda item: **Accreditation Update-Institutional Set Standards**

Discussion facilitated by Bob Pacheco

Introduction: Originally Accreditation was peers looking at peers—e.g. CA Nursing program evaluating IL Nursing program. 20th c. education was more for the elite, and now we have moved to a model of education for all.

Institution Set Standards (ISS) sets a floor, a level of performance below which we would be unhappy, need to take action to correct. Institutional Effectiveness = Academic Quality. The Federal government will not give us money if we don't meet standards. The CA government also says we have to set "stretch goals," rates to aspire to. We have to think about what they are asking us to do and WHY. Can't approach it like a tax form.

BP reads from hand-out (Standards and Performance with Respect to Student Achievement): "The institution-set standards for programs and across the institution are relevant to guide self-evaluation and institutional improvement; the defined elements and expected performance levels are appropriate within higher education; the results are reported regularly across campus; and the definition of elements and results are used in program-level and institution-wide planning to evaluate how well the institution fulfills its mission, to determine needed changes, to allocating [sic] resources, and to make improvements."

Today we are going to work on **setting an ISS for Successful Course Completion**, defined as student receiving a 'C' or better or a Pass in a course (different from Course retention, which includes 'D' and 'F's). If completion rate is 60% and retention rate is 80%, then 20% need intervention. How do we do better for students, given that English may be their second language, they may not have bus fare to get to school, etc.?

First steps are Looking at Date with these approaches: 1) "I wonder . . . " (thinking about what the data means) ,and 2) thinking collectively "What if . . ." (what can we do to improve).

Look at data collected and presented by Ying-Fang Chen: (hand-out) Course Success Rate (Fall) for each of last 5 years + 5 year average for EVC, State of CA, and Peer institutions (Skyline, Irvine Valley, Santa Monica, Pasadena, and Foothill). 5-year average is to avoid giving too much weight to anomalies, and also for tracking students. State average is important comparison. Peer institutions is so we can get ideas about how to improve.

Page 1—numbers are very stable—not much change over time OR between schools. But what could we do better? We hover around 70% (5 year average at EVC). How did we get 80% as our goal (what was stated in previous document as our ISS)? Answer: it was a misunderstanding of the definition of the term! We thought we were setting stretch goal, when, in fact, it was meant to be a "floor." We will proactively tell the Accreditation visiting team this. And, in the meantime, set a more realistic number.

Respectfully submitted by Note Taker, Liza Kramer

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"I wonder" questions: How can we get more students to succeed? What's happening when they don't make it? Also, how is data gathered?

Need to find correct balance between Access and Success. How do we build pathways for students to be more successful? E.g. do we need to make certain levels of English a prerequisite for Economics or Political Science?

MG: How are faculty communicating, "we want you to succeed"—100%?

BP: advise to drop if student needs more preparation?

FM: Do all students KNOW what support services are available to them?

BP: Invitation to office hours is not always sufficient. May be culturally embarrassing to say to professor, "I don't understand." Or obstacle may be technology: how can student not need to write their essay using their phone.

MG: What if Deans of departments were also Deans of Retention/Student Success? Bring two houses together.

LA: What if we had more space to think together? Learner spaces or Maker Spaces, a no-threat zone?

BP: Learn about what is happening with your students outside of classroom.

LM: Go to instructors who have higher success rates, and ask, "What do you do?"

BP: Students have such different communication styles—superfast, 160 characters/minute. Ask: How do you want to learn? How to communicate with them? Are we nimble enough? College degree might not be worth as much now as before.

AB: Check in with students—How is your experience at EVC? Including face-to-face. And then DO something with the results!

Can we create flex days to talk about these issues? IEC doesn't DO the work, but sparks the conversations for other committees to take up.

What should we think about in setting floor?

YFC: Campus should be comfortable with it.

FM: Don't want to go below State level.

BP: Because of fluctuations, we need to set it low enough that we know if we go below, it really MEANS something. (Obama has EVC data on White House webpage. Focus on data is not going away.)

62.19=90% of State average; 65.6%=95% of State average. Let's set it right between these: 64%?

IEC votes and approves recommending 64% Course completion as our ISS.

LA: I've got to take this to the Academic Senate, and they will ask, "Why so low?"

Next time we will work on setting ISS for Transfer. This is not required, but it will be good and look good for us to set a standard for this—something to work on.

Respectfully submitted by Note Taker, Liza Kramer

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What percentage of students entering EVC identify transfer as their goal? 35% at time of application. Mira Costa said 70%.

PP: Every time students register again, they have to identify goal again. How often does that goal change?

REQUIRED ISS are: Course Completion, CTE licensure, and employment success.

Minutes from 11/16/15, 12/7/15, and 2/1/16 will be sent out via email for corrections and approval.

Next meeting: 2/29/16.

Respectfully submitted by Note Taker, Liza Kramer

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
February 29, 2016

[Note: these minutes are reported in narrative format to reflect discussion of Institutional Set Standards, which constituted the majority of the meeting on this date.]

Present: Lynette Apen, Keith Aytch, Felicia Mesa, Patricia Perkins, Liza Kramer, Antoinette Herrera, Yesenia Ramirez, Mark Gonzales, Ying-Fang Chen, Bob Pacheco participating via phone [?]

Absence: Sheryanne Lim (sabbatical), Chris Ratto, Lorena Mata, Adrienne Burns, Ralph Nichols, Octavio Cruz.

Agenda item: Accreditation Update-Institutional Set Standards

i. Course Completion rate set at 64%.

ii. Action item for today: set Transfer rate. Data and explanations presented by Ying-Fang Chen.

Transfer rate is defined as the number of students enrolled at a Bachelor's granting institution divided by the total size of the transfer cohort.

Look at two hand-outs: One that shows Transfer Rate for EVC, State, and Peer institutions for the years 2009-2014 + 5-year average; one that shows Educational Goal for EVC, SJCC, dual enrolled and District total for 2014-15. High is 2010-11 academic year, when Transfer rate was 44%; low is 2013-14 at 38% (source is datamart Transfer Velocity). [Transfer as Educational Goal for EVC students 2014-15 from Fact Book shows rate of 34%.]

First time college students with intention to transfer are followed for six years. 40.5% is State average. Peer institutions is ~50%. Peer institutions for these comparisons: Skyline, Irvine Valley, Santa Monica, Pasadena, and Foothill.

Bob Pacheco initiates discussion: "I wonder . . . "

FM: 50% is high. What do peer institutions have that we don't? Universities nearby.

YFC: more transfer-level classes offered more regularly?

PP: How do we determine who peers ARE?

KA: In past was decided by certain demographics.

BP: We ran the program with 3 key factors:
      average family income
      educational attainment rate of zip code
      ethnic breakdown similar to ours.

BP to YFC: How many in each cohort?
YFC: 1700. Must be first-time college student.

MS: Santa Monica has highest rate of transfer because near UCLA. BCC near UCB.

BP: Santa Monica has big program with Japan, so these may not be true peer institutions. So what are the programs that they have?
Denominator: 1st time college student who shows intent to transfer over six years; completes 12 units and attempts transfer-level course.
Numerator: number who DO transfer to public or private 4-year institution.

FM: we have lots of undecided students.

BP: Transfer velocity study measures who actually takes steps to transfer. Overall in state, at years 3+ and 4, rate flattens out; no growth in years 5 and 6.
How many DO transfer, but don't demonstrate our chosen behavior?

KA: These programs have more international students who are geared to transfer; we have more students who are underprepared.

PP: Where do we get information about who plans to transfer? Most of our students don't take transfer-level classes at first.

BP: If you want to ignore peer institutions because they aren't good comparison, just memorialize this in notes. What's most interesting would be intervening with these students in years 2-3.

YFC: students took too long to finish required courses.

FM: Yes, significant to find out where students get stuck.

BP: So we can intervene with phone calls, emails.

KA: Need to disaggregate students who start prepared vs. unprepared because this has impact on when transfer can happen.

YFC: interviewed students in focus groups. Sometimes students run out of financial aid before they complete transfer prerequisites.

AH: student who ran out of CalWorks.

PP: CalWorks doesn't believe in transfer, but rather get AA degree and get to WORK.

BP: Goal for today is to set FLOOR for transfer rate.

PP: Silver Creek Estates students go directly to 4-year institutions—don't come here at all, though they count in zip code.

LA: Milpitas and Santa Clara send lots of students here.

BP: We can find most common zip code who are here, find different peer institutions to get more accurate data.

FM: How about using EVC and State 5-year average, and take 92% of average of these two numbers, which would be 37.7%?

YFC: pick 37%

FM: need to consider rate has been going down overall, and outside factors—college debt and tech. companies not requiring BA.

BP: with smaller cohort, better to choose lower number because more vibration is possible. (ISS for Transfer is NOT required, as Course Completion rate is.)

80% of average of State and EVC 5-year average=32%
75% of same = 30%

32% chosen as our ISS for Transfer for now. March 31 is due date for ISS. Standard can be changed each year after reflection.

KA: would like to postpone vote on this till next week—to think how this will affect annual report which will show ACTUAL transfer rate and ISS. We need to educate the community about the meaning of the numbers.

BP: Go on RP listserve and ask this about how to set ISS for Transfer.

LA: ISS for success rate needs to go to College Council and Student Success Committee.

FM: If you do set a higher number and don't reach it, does that look worse (than setting lower number)? We have to be very careful.

KA: For example, with 27 acres controversy, particular attention will be directed to transfer rate with all the building going on on campus.

AH: Be sure we know how we calculated the number, so we can repeat it.

BP: This kind of conversation should go into faculty meetings, Program Review, etc.

LA: I'm going to Academic Senate tomorrow, will share this number as under consideration (as an update from the IEC), and we will defer setting the number to next Monday, March 7.

MG: Can we choose geographic neighbors as peer institutions: Foothill, DeAnza, Ohlone? For setting this standard, we're not looking at peers—just state? Could be used for marketing.

KA: "Peer" designation not done properly if they come out so much higher. International students, athletic programs are draws for seniors, transfer students.

QFE Work Plan update—IQFE Work plan—DRAFT hand-out

LA has month of March to write solid draft of this document, which must be posted to EVC website by April 1. Items that are bolded impact District Office. Joint accreditation meeting once/month (last one was last Thurs): DO, EVC, and SJCC.

Definition: "Cabinet"= Chancellor, Vice Chancellor, Vice Presidents, and President.

Action item: send feedback to Lynette THIS WEEK by Friday. Must go before College Council.

Program Review update:

All 15/16 submitted Program Reviews have received feedback.

BP: We need to set Success Rate at Program level as well as for each course. Overall number would be aggregate of success rates for courses within Program. E.g. Nursing could have 80% success rate overall, even though EVC general success rate is 64%. Program success rate needs to be part of Program Review.

KA: suggests sending this data sheet as follow up after PR feedback is given.

LA thinks this may freak PR writers out if given without preparation. We can start by asking this of programs connected with IEC members.

YFC: It's important to look at **5-year and State averages** to set program and course success rates.

LA: IEC members can go to Programs to explain, and ask, "Can you put in n= how many students for each year?" Just give 5-year average → then year by year.

YFC: can be ready with data—summary page with hidden details—for next week.

LA After April 1, will notify people up for Program Review for next year.

Who can do PR training for April 8 PDD? Felicia Mesa and Antionette Herrera volunteer [check AH?]

Strategic Planning also has to happen at PDD.

Last time all foreign languages were together in one Program Review; this time each is working individually. Sign Language has only one instructor who is an adjunct—makes writing PR more challenging.

COME PREPARED TO VOTE on ISS for Transfer next week.

Next meeting: March 7, 2016.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
March 7, 2016

[Note: these minutes are reported in narrative format to reflect discussion of Institutional Set Standards, which constituted the majority of the meeting on this date.]

Present: Lynette Apen, Adrienne Burns, Felicia Mesa, Patricia Perkins, Liza Kramer, Antoinette Herrera, R.J. Ruppenthal, Yesenia Ramirez, Bob Pacheco.

Absence: Sheryanne Lim (sabbatical), Keith Aytch (acting President today, as Pres. Yong is on Accreditation visit), Ying-Fang Chen, Mark Gonzales, Chris Ratto (medical leave), Lorena Mata, Octavio Cruz (ex officio).

Agenda item: Accreditation Update-Institutional Set Standards

i. Course Completion rate has been set at 64% (by this committee 2 weeks ago, subsequently approved by Academic Senate).

ii. Action item for today: set Transfer rate. Review definition:

Transfer rate is defined as the number of students enrolled at a Bachelor's granting institution divided by the total size of the transfer cohort.

Should we set our floor at 32% because of fluctuation due to economy, for example?

Lynette presented at Academic Senate last Tuesday. AS endorsed ISS for Course Completion of 64%. They appreciated the process we had gone through to arrive at that number. They were not as happy with an ISS for Transfer of 32%. They thought 32% was very low; asked why we were not already doing intervention now? LA thinks they misunderstand what the number means, and she will support where IEC sets it, continue trying to explain to AS.

BP: How do we roll out this number with more understanding of what it means? Press may get a hold of it and misinterpret too.

PP: How do we get these numbers? E.g. student who came in <u>after</u> graduation who wanted to know how to transfer. This student should have applied a year ago!

BP: We do have measures, but they're not research quality.

PP: Student may fail in transfer, but because they guessed wrong on how to report GPA. SJSU sends us transfer information, but that is the only good measure.

RJR: We need to have better measure, as nursing does. They have very accurate numbers.

AH: We can try a number for ISS, then revise.

BP: Number is goal, but it is on college website. If we need to clean up data, then we can work on that. Important to look at numbers for state and for peers (ones that <u>are</u> comparable). Number one transfer location for CC students after CSU's is University of Phoenix!

RJR: Important to identify when students <u>change</u> goals during their course of time at EVC.

BP: I urged LA to do this measure, which is not required, in order to show that we didn't do just the minimum, but stretched to include new goal. Different questions arise as a result, e.g. were students transfer-prepared? We may not be good at it yet, but at least we tried.

LA: Because our actual rate of transfer is 41%, Academic Senate wondered why we set ISS/floor so low.

PP: Certificates granted last year reported as 41 for 22 programs. Seems <u>very</u> <u>low</u>. WebUI, Chasm, SARS do not coincide, do not work well.

BP: If data integrity is problematic, let's look at correcting it.

AB: We had to create whole new database to collect information <u>we</u> needed!

YR: Student Services uses different database too!

FM: We already don't like 40%, why not set it there? 92% of average of EVC and State=37%; 80% of that average=32%. But graph shows 2% dip/year.

BP: Numbers are tracked by public institutions—not private, and not if student opts out.

LA: Do we want to set floor? YES.

FM: 86% is half way between 92% and 80%=34.8%. How about 35% as our ISS for Transfer?

LA: Let's put all of these points into the QFE to hold us responsible.

BP: You're in top 10% of colleges doing this kind of self-evaluation.

iii. Discussion: Program Set Standards

Handout from Ying-Fang Chen: Course Success Rates by Program—comparing EVC's 5-year average and State's 5-year average. Do not share with others. This is everything that gets a TOP code in accounting. YFC says that comparing State and EVC numbers is not useful because State numbers are overall so large and ours are so small. Each Program needs to set its own standard. We need to be careful how to message this. BP wanted us to get Program Set Success rate in this year's Program Review, but for completed PR's this request came too late. We can definitely embed PSS in template for upcoming year's PR, using IEC to get the word out to Programs.

BP: It's not about setting numbers today, but getting word out that this is a task that <u>needs to be done</u>.

Communication Plan:

Message	Areas where people could misunderstand/push back	Ideas for how to respond
Look self	Old ways of thinking (hubris)	Leveraging Academic Senate
Set standard	Get out of classroom	1-on-1 in appropriate & comfortable setting (let them vent)
	Uninformed/powerless	"own" the process/sharing other colleges'

	Already slammed	Purpose=innovation
	Evaluation	Small number, easy, experiment
		Start w/ programs we have connection with
		Committee working together w/ common message—dousing fire

RJR: Program review already requires Success Rate #, but not setting standard/floor—this part is new.

BP: Doesn't take a lot of time because it's already folded into PR.

LA: Email me if you have more ideas about process.

b. Annual Report—due in March. We can report that we've done ISS!

c. Function map—tomorrow LA will email us large file, which is District function map. ~50 pages. It shows what is District's responsibility vs. College's. Skim it to look for things we do here. If we approve, we're saying we agree. Has more narrative. Put eyes on it. Probably it's in good shape, but let us know if you have corrections.

RJR: needs to match what SJCC submits. This was problem in 2008.

Program Review Update

a. April 4 IEC meeting IS Program Review meeting—invite people who finished PR to this meeting; IEC people who provided feedback will be present. Nursing and one other dept. came last year.

b. Notify 2016/17 PR's of upcoming review. LA emailed all deans and heads asking who is in charge of Program Review. There will be training either at April 8 PDD or other time in spring. We need to update PR template. Invite 2016/17 PR heads to come to April 4 IEC meeting—tho' they may not.

AH: Consider doing PR meeting on a Friday, starting next year. Easier for people to attend, as there are not many classes that day.

LA: Could be a campus forum.

RJR: Was popular when we first started PR because it was new; now is familiar.

2016/17 Budget Committee Meetings, with Deans, VPs, Supervisors, and Committee members will be Wednesdays 10-12 and 3-5 (in 2 sessions, that is), according to Yesenia Ramirez, who has been sitting on that committee.

LA: Where does PR fit into resource allocation? This last year, we got monies for PR, but timing was off—money just came in the fall.

BP: You don't have "owner's manual" for when you make key decisions—e.g. we do X every 2 years in Oct. IEC is fluid that connects all the other depts. and councils.

AB: We used to have master calendar for campus w/ who was chair of each committee.

YR: needs to include **when deadlines for submission are**—for Budget Committee, College Council, Safety Committee.

AB: Committees used to meet and say, "this is money you got last year. Do you need this again?"

YR: Budget Committee now has quorum!

AB and YR volunteered to be on committee to write this section of QFE.

BP: You have new Master Plan approved in Dec/Jan. Majority of people probably don't even know this—never mind what the goals are.

BP: Union rep should not be on committees—cost should be considered/decided separately from other decision making.

LA: Survey will be coming through, asking is work on committees getting done? E.g. Should there be a separate PR committee?

AH: suggests we **give PR Calendar to Budget Committee**.

Next Meetings: BOTH 3/14/16 and 3/28/16 (second meeting needed to account for spring break). We will discuss Program ISS and operationalizing Educational Master Plan. E.g. Measuring progress on Master Plan—or working on a Calendar.

BP: Anyone who wants to be on subcommittee, let me know.

BP: Could invite Accreditation writing team to next IEC meeting.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
March 14, 2016

Present: Keith Aytch, Lynette Apen, Lorena Mata, Ronald Lopez, Joyce Lui, Felicia Mesa, Patricia Perkins, Liza Kramer, Antoinette Herrera, Yesenia Ramirez, Bob Pacheco.

Absence: Sheryanne Lim (sabbatical), Adrienne Burns, R.J. Ruppenthal, Mark Gonzales, Chris Ratto (medical leave), Octavio Cruz (ex officio).

1. Accreditation Update-Institutional Set Standards & Quality Focus Essay

i. Course Completion rate has been set at 64% (by this committee 3 weeks ago, subsequently approved by Academic Senate).

ii. Action item for today: ISS for Transfer rate set at 35% (which is 86% of State average)**. Motion seconded and approved.**

<u>Transfer rate</u> **is defined as the number of students enrolled at a Bachelor's granting institution divided by the total size of the transfer cohort.**

iii. Lynette is continuing to work on the QFE, making adjustments based on feedback from this committee.

iv. Program Set Standards will be incorporated into Program Review template for next year.

2. Program Review

a. feedback on Automotive Technology PR still in progress. LK reports that beginning looks good, but needs to complete f/b.

b. Notify 2016/17 PR's of upcoming review. LA emailed all deans and heads asking who is in charge of Program Review. FM and AH volunteered to do training at April 8 PDD. Invite 2016/17 PR heads to come to April 4 IEC meeting—tho' they may not.

c. Revise 2106 PR template. Feedback we received was that template was redundant. Last page— model of resource allocation—could be given to Budget Committee when programs request funds as a result of PR.

AH and FM suggest Data go at end, that is, move it from Summary section to end. Summary section should include SLO overview.

LA: we purchased thru CurricUNET the PR module. So far PR documents are in Word, then converted into pdf, which Shashi posts on the College website.

AH: So far, there's some dialogue around SLO's, but not deep yet.

LM: Good to look at model PR's—e.g. RJ's (Legal Assisting) and Abdie's (Engineering).

BP: has prompt questions that could be added in. Eventually, PR could be in web format with "'ghosted" questions.

YR: has electronic format that would make reading easier.

FM: Then would feedback need to be completed in one sitting? It needs to be <u>save-able.</u>

Please email feedback on revising PR template by end of this week.

KA: We may need to meet over summer. Compensation will be provided.

d. April 4 IEC meeting IS Program Review meeting.

3. Strategic Planning

a. Integrated Planning Manual

In Jan., new Educational Master Plan (EMP) was approved. We need to make clear evaluations on: Are we there yet? And how are we doing?

Survey went to members of each committee with questions to answer, e.g. Is PR taking up so much time that we need separate committee or meeting time? And How do committees interact with each other? PR should be based on data, but can it be made simpler, with fewer questions?

Reason we're struggling is that we don't have strong IEC presence across campus. We need to have an office supporting our efforts; need a Dean of IE.

AH: District Office has an IE division. How would this function with a campus IEC?

BP: This function used to be managed by research departments—in the 1980's it was IT people; in 1990's Ed. Psych, and Psych; in 2000's MBA's. IE has been thought of as pushing out reports, but needs to be real evaluation in order to facilitate change. I don't see infrastructure or plan. Take what the recommendations would be and write it into a plan. We shouldn't be reviewing the mission after the EMP has been approved. What are the committees? When do they meet? Etc. Mira Costa can be good model, tho' there are mistakes in theirs.

Integrated Planning Manual is like a Driver's Manual for a car. We won't have the entire plan for the fall, but we need to start sketching it out.

b. Student Centered. Our Strategic Initiatives: Student-Centered, Organizational Transformation, and Community Engagement—need to be operationalized by Dec. 2016. Need to turn this into part of our 3-year Strategic Plan. For example, does Organizational Transformation mean connecting graduates with jobs in high tech industry? If PR is only every 6 years, then we are only working on compliance, rather then being proactive. These questions should be asked every year or so, before strategic planning is done. It's ok if our schedules are off, but for Accreditation team, we need to acknowledge that we're aware of this.

For this year, just do a 14-15 page Integrated Planning Manual—skeletal—outlining what happens in fall and in spring. Get buy-in from campus in fall, then update next year. First year of EMP, we're just getting data and plan. Second year, take action! Each committee will take responsibility for one page. Where are Student Services? These are essential, but not in governance structure.

Lynette, Yesenia, R.J., and Adrienne will be on Task Force—meeting Thurs. 11-12.

Have sketch of IPM by May.

Next Meeting: 3/28/16 (added to make up for spring break).

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
April 18, 2016

Present: Lynette Apen, Lorena Mata, R.J. Ruppenthal, Yesenia Ramirez, Patricia Perkins, Ying-Fang Chen, Liza Kramer, Antoinette Herrera (late arrival).

Absence: Sheryanne Lim (sabbatical), Keith Aytch, Mark Gonzales, Chris Ratto, Felicia Mesa, Adrienne Burns, Ralph Nichols, Octavio Cruz.

Accreditation Update

i. Draft of self-study and Quality Focus Essay were posted on April 1. Links sent to faculty to give feedback on drafts. Accelerated timeline for writing because the whole finished document must be sent to ACCJC by Aug. 10, 2016. Working backwards, Board of Trustees must have first draft by June 14, in order to read and approve it by July 12. Accreditation visiting team will be on campus Oct. 10-13. YR will reserve space for them.

ii. Committee feedback is in process. Some feedback given at last Accreditation Steering Committee meeting on 4/15/16. IEC should give feedback as well.

iii. Planning Effectiveness survey results (see hand-out Evaluation of Planning Processes 2016). Survey went out to these committees: College Council, Institutional Effectiveness Committee, Administrative Council, Budget Committee, and Student Success Committee. The survey investigated the following areas: 1) Membership size and balance, 2) Training and Support, 3) Efficiency, 4) Decision Making, and 5) Communication with 15 multiple-choice questions (from strongly agree to strongly disagree) and one open-ended question. Respondents were allowed to answer for all committees or councils upon which they serve. There were 22 responses total, with the highest rate of response from the IEC.

"Parking lot" (issues to take up for future studies): 1) comments on open-ended question are very helpful—could be the basis of a future survey. 2) IEC should be disaggregated from rest of committees. 3) Plan should be developed for increasing the response rate.

The chart below summarizes the results of the survey—the Good (what is working well), the Bad (what is not working so well), and the Ugly (areas that need intervention).

Good	Bad	"Ugly"
Good start	**Training/support	Limited response to survey
#8,10,11 charge is clear & appropriate to Integrated Planning at EVC	#4 Workload within committee is not fully adequate for knowledge of performing committee duties	Response rate too low to completely trust the results
#7 number & duration of meetings support charge of committee	#5 and #6 workload distribution w/i committee and throughout calendar year could be better	Response rates not well distributed within the committees
#2 and #3 membership size and balance are effective to	#14 communication between CC and other committees not	

meet charge of committee	so good	
	** #15 Communication between committees generally could be better	

** indicates that this item fits into the areas covered by the Plan presented in the Quality Focus Essay.

LM: Library wants more integration with IT→ issue for QFE

LA: We are recommending focus on increased training/support and communication between committees and with College Council. Results were distributed to the 5 committees that participated in the survey. If committee chair gets training, then that person can articulate charge of committee to the members.

YFC: for student success—outside conferences contribute to training.

RJR: we used to have Shared Governance Training. Henry Gee and Elaine Ortiz. Used to get stipend to write manual. We should find this!

LA: Shared governance is for Academic Senate. Committee Chairs have charge, which is different. Who will provide the training for Chairs? IEC?

RJR: I was given chart AS training. Took about 1 hour. Helps to align committee work with integrated planning.

iv. Integrated Planning Manual

      1. Approval of Integratred Planning Implementation Design, 2016-2017 (hand-out) This is a road map for this year, then it will be obsolete. LA will take this to the Academic Senate tomorrow. At May 2 meeting, Bob Pacheco and LA will bring plan for Strategic Initiiatives.

      2. YR, AB, and RJR are working on IPM skeleton and will bring this to this group in the fall to populate.

Program Review

a. 15/16 final PR submission recommendations

      i. <u>Paralegal/Legal Assisting</u>—submitted by RJ Ruppenthal, reviewed by AH and AB. Excellent! Committee votes to forward to CC.

      AH particularly liked the Overview.

      RJR: with decline in enrollment, I felt the need to dig into the numbers, so compared regional schools and found same pattern everywhere. Legal programs have been hit hard. Need to keep up with technology.

      PP: does fact that classes are nighttime affect numbers?

RJR: mostly this fits what students can do. Might help to make program 2 semesters instead of 3, but library component cannot be eliminated yet. Advisory committee says library training is necessary.

ii. BIS—added in Program Learning Outcomes, so will forward to CC, who will vote on it at 4/25/16 meeting.

iii. Service Learning—submitted by Marjorie Clark. LM and LA reviewed. Several testimonials and other extra materials included because there is no real way to track success—how much SL component contributes to student success. Curriculum—courses got put through, but are not included in catalog. Committee votes to forward to CC.

b. 15/16 pending PRs

i. CalWorks—AH reviewed--lots needed approval. Student names and grades need to be removed.

ii .Auto—LK and LA will read this week.

iii. Counseling—f/b mailed 4/12/16. Action needed, not just editing. 2 things to fix. Online education needs to be supported.

iv. Spanish—student success discussion too general. Needs specifics.

v. Business Admin.—haven't heard

vi. Computer Science—LM added her f/b to YR's—Student Success needs more attention. Will go back for this fix.

vii. remaining foreign language—French and Sign Lang.—nothing received.

viii. FCS—Peggy still working on it.

ix. Music—f/b sent—need to get it back. Josh, an adjunct, has been working on it, and it was received early. Assign someone to help him.

c. for next time, review new PR template (for Instruction), and send feedback by end of this week. YR may make new on-line form.

4 Student Service groups are up for PR next year. AH will look over Student Services PR template and send to Mark by Monday.

AH: Administrative units could be reviewed in the future? And District?

Evergreen Valley College
IEC Committee Meeting Minutes
September 21, 2015

Present: Keith Aytch, Lynette Apen, Lisa Kalenda, Ronald Lopez, Felicia Mesa, Azita Tavana, Liza Kramer, Antoinette Herrera (late arrival?)

Absence: RJ Ruppenthal (sabbatical), Sheryanne Lim (sabbatical), Irma Archuleta, Chris Ratto, Ralph Nichols, Lorena Mata, Octavio Cruz.

Topic/Activity	Discussion	Action	Responsible Party	Due Date/ Follow-up

Cambridge West Presentation- Fred Trapp	Connections with Accreditation Self-Study
	 • Title 5 change in 2007: Governing Bd determines EMP
	   ▪ Accreditation teams "look for" EMP as part of integrated planning—e.g. do you have enough classrooms?
	   ▪ Purpose of EMP is to address educational and student success needs, and make sure facilities and mix of programs match service area
	   ▪ Sept. 2015 is "last call" for additions to EMP.
	 • Projections of needs for Additional Space (information exchanged between CW and Hill Partners)—Chpt. 10 of EMP
	   ▪ By 2020 EVC is projected to return to 2009 Weekly Student Contact Hours (WSCH)
	   ▪ With projected 1.8% annual growth after 2020 to 2030.
	   ▪ Summer session 2015 showed 5% increase over 2014; fall 2015 census showed 1% increase over fall 2014.
	 • Current projects:
	   ▪ South Campus (math, science, fitness)---projected move in: Spring 2016
	   ▪ Auto Technology—move in Dec. 2015; classes begin Spring 2016
	   ▪ Engineering and Applied Technology—application to State is in
	   ▪ Student Center renovation—consolidating offices of President and VP of Academic Affairs with Admissions and Records—in planning stage
	   ▪ Removal of Acacia and Roble for seismic safety—in planning stage
	 • Additional space needs to 2030
	   Language Arts—10 classrooms
	    • SHAPE—9 classrooms
	    • Math, Science, and Engineering—5 classrooms
	    • Nursing—1 classroom
	   o Analysis of Regional Labor Market (Chapter 9 of EMP)—based on EDD numbers. Impt to
		Information		

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

	consider when planning specific mix of educational programs offered at EVC.
	   • 60% of projected job openings will require high school diploma and some college
	   • 33% of projected job openings will require BA—higher percentage in SJ area than anywhere else in CA—including SF.
	o Keith Aytch suggested we should find a way to share this information with students.
	o Opportunities for the Future—development of new curriculum areas, based on interviews with Faculty
	   • Programs in planning stages now
	   • Ideas in the pipeline
	o SB 1440/Associate Degrees for Transfer (ADT)—key to facilitating transfer to CSUs
	   • EVC has 8 approved
	   • 3 when to Board in May for approval: Biology, Chemistry, Studio Art
	   • recommended next ADTs: Economics, Elementary Education, Computer Science.
	o Other opportunities:
	   • AB-86 eliminate redundancy with Adult Ed through career and technical education programs
	   • Silicon Valley Engineering Technology Pathways
	   • Review of how EMP helps with Accreditation
	   • Chpt 6-Environmental Scan="big ticket item"—are we matching community needs
	   • Excellent outreach with Early Registration—maybe there is more we could do?
	   • Chpt. 7 addresses how well the Colllege is doing-Institutional Effectiveness
	o Slideshow presentation
	   • Will be on college website			

Accreditation update	o First draft exists in rough form o Steering Committee met Sept. 18 • IEC will review Standard 1—Lynette is taking over for RJ (Chair) who is on sabbatical o Substantive Change letter final (regarding % online classes students can take to earn degree) due Dec. 2015	Information		
Program Review Update	o Currently being reviewed to determine whether to send to College Council or in need of further information/changes:	Late submission feedback	IEC members	Oct. 5

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

Evergreen Valley College
IEC Committee Meeting Minutes
September 21, 2015

	- Library—Felicia and Lynette - Ethnic Studies—Lynette - Health Services—Antoinette and Azita - EOPS—Lorena and Liza 19 Program Reviews scheduled for 2015-16 cycle. 3 training sessions conducted last spring; 3 more at fall PDD, resulting in 10 newly trained people + RJ already trained (Legal Assisting). - Research Office in Accel creates reports—need to be able to disaggregate data. - First draft due Dec. 1 $180,000 unallocated funds from College for Program Review - Available to programs whose reviews have been finalized/published since 2009. - Goal is to fund items for spring - Cannot be used for personnel hires - New requests need to be tied to strategic planning. Requests go to Budget Committee, then to President. - Availability of monies will be determined on annual basis for items that are part of original Program Reviews.	Information		
Strategic Planning	- Integrated Planning draft went to College Council; waiting for second read. Went to Academic Senate as information item. - Format was introduced to committee; work on this will be ongoing.	Information		
Committee Goal Setting	Deferred to next meeting			
Next meeting	10/5/15	Information		

Evergreen Valley College
IEC Committee Meeting Minutes
October 5, 2015

Present: Keith Aytch, Lynette Apen, Felicia Mesa, Azita Tavana, Chris Ratto, Patricia Perkins, Liza Kramer, Antoinette Herrera (late arrival).

Absence: RJ Ruppenthal (sabbatical), Sheryanne Lim (sabbatical), Irma Archuleta, Ronald Lopez, Ralph Nichols, Lorena Mata, Lisa Kalenda, Octavio Cruz.

Topic/Activity	Discussion	Action	Responsible Party	Due Date/ Follow-up
Review and **approve 9/21/15 minutes**	• Deferred	Information		
Accreditation **update**	o 2nd Draft due Oct. 15---hoping to have solid draft; may still have some gaps. o Substantive Change to be submitted Feb. 29—Lisa Kalenda is working on it. o ADT: will do in batches. 4 of 8 ready for ACCJC; hoping for Studio Art; [got History?] o Standard 1 falls under IEC. Lynette suggests this committee helps to draft in couple of working meetings.	Information		
Program Review **Update**	o Status of feedback (on late submissions): • Library—Felicia and Lynette agree that it is excellent—lots of alignment, nothing missing. LA will consolidate feedback, so it can be approved at next mtg. & sent on to CC. Lots of requests/needs we'd like to support. • Ethnic Studies—submitted and re-submitted on time, but sections missing, particularly SLO assessment. LA emailed about how to fill in these sections. • Health Services—Azita and Lorena just met today & did quick review. Secttion C (Demographics) needs to be sharpened. Can research office provide data? SLO analysis was incomplete. Dean Herrera suggests follow-up comparison should be with last PR, rather than 1986-7. • EOPS—Lorena has reviewed; Liza will add her review to Lorena's. o 19 Program Reviews scheduled for 2015-16 cycle. • Of these, 11 are trained (10 thru trainings conducted last spring and this fall + RJ already trained (Legal Assisting). • The other 8 may not have f/t faculty member. Keith Aytch suggests adjunct could be paid to do PR. • Many faculty have asked for help interpreting data.	Late submission feedback	IEC members	Oct. 19

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

	- Dance 1st draft has come in—won't review till Dec. 1. - Theater Arts and Music are actively working on theirs. - Translation & Interpreting completed on time; lots of f/b given. They are requesting mtg. to go over data (seem to be rushing to be eligible for PR funds, but they are not eligible for this round unless there are funds leftover. - Reviews completed by April 1st can come present at IEC mtg [to request funds?]: Math & Nursing. ○ Single Course Program Review - PR does not need to be done for program with only one course—e.g. Health Ed.—but should still keep current with SLO matrix. - But Counseling, e.g. has several courses, so good to do PR. 2 parts—Instruction and Counseling Services—can be combined in single PR. - PR should be planning template for next 2,3, 6 years, depending on program.			
Strategic Planning	- Hand-out from Lynette. In future, hope that members can vote for approval via email when there is not a quorum. - Student-centered—see slides on p. 2 of agenda h/o. How to measure whether they've been met? Student Services should present at spring PDD? Next meeting we'll work on how to get rest of college involved.	Information		
Committee Goal **Setting**	- Review of 2014-15 IEC Goals (h/o from LA) - Formal f/b process for PR—in place - Access to research portal—still questions about how this works - Training for PR is more philosophical - Strategic planning is going on, no longer deferred. - New/continuing goals--discussion - How to get to 80% of PR submitted by 12/1/15? - Identify who should be notified. - Pair w/ IEC review members. - Tap into people who are scheduled for PR following year. - Expand PR resources: - R/t outcomes—videotape training sessions? - Internal reviewer—tap into people who are scheduled to do PR following year.			

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

	➢ External reviewer—someone who has interest in your program; potentially from 4-yr university, e.g. in Eng. SJSU. o Establish plan for strategic planning, including process and timeline. Start w/ Student centered. o Actively participate in writing and finalizing Standard 1. o Final self-study draft for campus by April 2016. o Have PDD be place to do PR review—use computers to make forms accessible. Provide model of success.			
Next meeting	• 10/19/15	Information		

Evergreen Valley College
IEC Committee Meeting Minutes
October 19, 2015

Present: Lynette Apen, Azita Tavana, Lorena Mata, Chris Ratto, Patricia Perkins, Ronald Lopez, Mark Gonzalez, Liza Kramer, Antoinette Herrera (late arrival).

Absence: RJ Ruppenthal (sabbatical), Sheryanne Lim (sabbatical), Keith Aytch [at SJCC—Nursing Bd is doing self-accreditation visit], Felicia Mesa, Irma Archuleta, Ralph Nichols, Lisa Kalenda, Octavio Cruz.

Topic/Activity	Discussion	Action	Responsible Party	Due Date/ Follow-up
Review and approve 9/21/15 minutes	• 9/21/15 minutes approved. • Minutes from 10/5/15 in progress.	Information		
Accreditation update	• 2nd Draft was due Oct. 15—Lynette, Lisa, and Liza are adding content. • By next IEC mtg, our work should be done, so we can mail out on 11/9/15 and edit at 11/13/15 steering committee mtg. Bob Pacheco will be guiding us because standards are new. BP will present on how to speak to new standards. • Substantive Change to be submitted Feb. 29—well under way.	Information		

Program Review Update	• Status of feedback (on late submissions):
	• (7 out of 13 PRs were turned in by 12/1/14, which is 54%)
	  ❖ Library—PR was excellent. Library wants to fix it up a bit. Once that's done, LA will send on to CC.
	  ❖ Ethnic Studies—faculty member almost finished filling in gaps.
	  ❖ Health Services—Azita finished her review and sent on to Antoinette.
	  ❖ EOPS—Lorena and Liza have reviewed; Lynette sending on to Victor Garza tomorrow.
	• Update on 2015-16 reviews.
	  ❖ Dance has been received. Won't bring to group till Dec. 1.
	  ❖ Data was emailed to Programs by research office, rather than people having to use Portal.
	  ❖ Lynette requests for data to be disaggregated—e.g. day vs. evening. RL says Campus researcher is on maternity leave—ideal is for dept. head to have all the data.
	  ❖ IEC members will be assigned as mentors to programs in PR this year.
	• Review 14/15 survey results
	  ❖ Consisted of 9 questions Lynette wrote up quickly--could use edit before next use. E.g. How could IEC feedback be more helpful?
	  ❖ 8 response rec'd [out of 15?]:
	    ➢ 5 attended trainings and found it
		Late submission feedback	IEC members	

Respectfully submitted by Note Taker, Liza Kramer.

	helpful. ➢ Advice: people doing PR shd be alerted the year before—in April. ➢ Best practice=not only IEC member as readers, but also "internal" member who is not in program itself. ➢ Survey complaint: some people passed PR w/ less specific narrative. ➢ Positive response on PR being linked to resource allocation. • 1 year advance notification of PR by email w/ PR template + strong encouragement to be internal reviewer, including training in spring w/ instruction in how to use data (be sure ahead of time that last is possible). ❖ Math, Nursing, Library as models	Action Item	<mark>Lynette?</mark>	
Strategic Planning	• Integrated planning model not yet approved by CC. In future, hope that members can vote for approval via email when there is not a quorum. • Student-centered—length of time to complete degree will need to be on Accreditation self-study. If we don't' meet targets, we will need to have intervention. ❖ [sub-heading B]: Curriculum and Programs—working on developing new transfer degrees and expanding tutoring. ❖ [sub-heading C]: Services—MG will check w/ counselors on number of students receiving abbreviated Ed Plan. Developing summer bridge program depends on monies from EOPS & Student Success. • Annual report of ACCJC last March said: Institutional set standards must be included—specifically **course completion** (=C or better). ❖ Our old goal was 80%. ❖ We will lower the goal to match our actual completion rate, which is 67-71%.	Information and hands-on activity		
Review/finalize 2015/2016 Goals	• LA did email us Standard I for future hands-on work. • PR feedback process at Jan PDD probably won't happen.	Information		
Next meeting	• 11/2/15 [Note: this meeting was postponed to 11/16/15]	Information		

Respectfully submitted by Note Taker, Liza Kramer.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
November 16, 2015

Present: Lynette Apen, Felicia Mesa, Patricia Perkins, Eugenio Canoy, Ronald Lopez, Mark Gonzalez, Liza Kramer, Antoinette Herrera.

Absence: RJ Ruppenthal (sabbatical), Sheryanne Lim (sabbatical), Azita Tavana, Lorena Mata, Chris Ratto, Keith Aytch, Irma Archuleta, Ralph Nichols, Lisa Kalenda, Octavio Cruz.

Topic/Activity	Discussion	Action	Responsible Party	Due Date/ Follow-up
Review and approve 10/5/15 minutes	1. 10/5/15 minutes approved.	Information		
Program Review Update	1. Status of feedback (on late submissions): 1. Library—wanted to make some changes, but LA wants to send on to CC. LA will let Library know and send to CC. 2. Ethnic Studies—won't get approved this semester. 3. Health Services—just got consolidated feedback today. Will forward to Janice Assadi to respond. 4. EOPS—consolidated feedback has been received. Lynette sending on to Victor Garza. 1. Update on 2015-16 reviews—due on Dec. 1. 1. Dance has been received. Won't bring to group till Dec. 2. Vietnamese just received. 3. Service Learning requested training, which LA provided last week. 4. At Dec. 7 meeting, we will distribute new PR's for IEC members to provide feedback. 5. IEC members will be assigned as mentors to programs in PR this year. 1. Discussion of resource allocation linked to PR. 1. Departments and Programs that had completed PR between 2009-spring 2015 were eligible to make requests for part of $180,000 available. 2. Deans' meeting ranked requests that had been received. These went to Budget Committee, and then to College Council. 3. Eugenio Canoy reported back from Budget Committee that total of requests made this time was $260,000. Rankings were made & from #1-4 were funded for each Division, depending on alignment with Mission. 1. Good news is that for first time PR got funded (even if	Late submission feedback	IEC members	

Respectfully submitted by Note Taker, Liza Kramer.

	process/discussion was heated). 2. If we stumble into additional funding this year, we could fund requests ranked #5 or lower. 3. Eugenio suggests standing committees should have representatives at Budget Committee meetings to close the communication loop, as we do with Technology Committee.			

Strategic Planning	• Integrated planning model was approved by CC on 11/2/15. Now it will be posted to EVC website (Shsshi).
	 • See p. 1 of Strategic Goal Work Plan hand-out--Student-centered.
	   1. Action item from last time: Student Success. Completion rate changed from 80% to 70%, as more realistic, based on fall 2014 actual rates, to reflect completion = 'C' or better.
	     1. This change will be reflected on ACCJC 2016 Annual report due out in March.
	     1. Subheading A. Access—same as before.
	     2. Subheading B. Curriculum and Programs—new material added in: licensure pass and job placement rates.
	     3. Need to move #1,2,3 on last page to Student Centered.
	 1. Next time will add in Organizational Transformation—transparency, communication, technology—and move to take DRAFT watermark off and post to college website.
	 2. District Office goals received—need to be added into our initiatives. LA will do this for Dec. meeting.
	 3. AH asked what happened to CTAs. LA explained that they were not measurable as written, which is why we switched to Strategic Initiatives, which departments and divisions can focus on at their meetings. How are they doing on meeting, e.g. Student Centered?
	 4. No general session at Jan PDD. LA talked to Staff Development Committee about how we can engage people if no general session.
	 5. Felicia Mesa suggested IEC members go to Division/Dept. meetings to spread the word.
		Information and hands-on activity		

Respectfully submitted by Note Taker, Liza Kramer.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
November 16, 2015

Accreditation update	• Standard IB. 5,7, 8 & 9 1. Outline EMS	Hands-on activity		
Next meeting	• 12/7/15	Information		

Respectfully submitted by Note Taker, Liza Kramer.

Evergreen Valley College
IEC Committee Meeting Minutes
December 7, 2015

Present: Keith Aytch, Lynette Apen, Mark Gonzales, Patricia Perkins, Chris Ratto, Felicia Mesa, Liza Kramer, Antoinette Herrera.

Absence: RJ Ruppenthal (sabbatical), Sheryanne Lim (sabbatical), Irma Archuleta, Ronald Lopez [?], Ralph Nichols, Azita Tavana, Lorena Mata, Octavio Cruz, Lisa Kalenda,.

Topic/Activity	Discussion	Action	Responsible Party	Due Date/ Follow-up
Review and approve 10/19/15 and 11/16/15 minutes	o Deferred to next meeting	Information		
Program Review Update	o Status on FB for 14/15: • Library—approved by College Council. To be posted on EVC website. • Ethnic Studies—recommend approval. • Health Services—[?] • EOPS—changes have been made. Lorena and Liza to review for 2/1/16. o 2015/16 reviews submitted—assign for feedback. Get feedback to programs by 2/1/16. They need to turn it around by 4/1/16. • Dance—Keith and Chris • Theater Arts—Keith and Chris • BIS—Mark and Felicia • CIT—Mark and Felicia • Vietnamese and Spanish—Lorena and Liza • Engineering-=-Antoinette and Felicia • FCS (current)—Pat and Lorena • Music—Chris and Keith • Psychology—Felicia and Pat • CalWorks—Antoinette and Lynette o 2015/16 status on remaining PRs not submitted • Automotive Tech—coming any day now. • Business Admin—expected 2/1/16 • CADD/BIM—coming soon; writers paid to do PR. • Computer Sci—Henry Estrada—check status • Legal Assisting—RJ won't get it in till next year? • French/sign language—Why are foreign languages all separate? Maybe merge them when PR ready? Spanish is most robust with ~8 courses, including Translation; French has 2, Sign Language 2, Vietnamese 2? • Surveying/geomatics—Abdi—coming in early Feb. • CNA-Mini—by end of semester? • Service Learning—expected 2/1/16	Information Assign for feedback Information	IEC members	Feb. 1

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

	• Counseling—new dean there. May go into summer—a lot to do. o Other comments about PR: • Messaging about PR went to managers—deans and directors—but faculty seem not to have known. • Felicia suggests asking manager WHO has been assigned to PR. • Would be good to have 3rd readers to prepare those who will be up for PR the following year. These people could be emailed w/ required receipt. • Lynette's document w/ overall PR timeline is on website, but you have to click to open it. • Important to connect new courses like Global Health to existing programs, even as an elective, so that it doesn't have to be reviewed separately. This is better for data gathering for PR. More courses=more data. • Keith suggests that when new courses are created, there should be a place on form to explain which program it connects to. • PR template needs to be linked to Institutional Set Standards—e.g. 70% pass rate—so PR can address this.			
Review Strategic Planning—PDD session	o Student centered—integration of Institutional Set Standards. 70% pass rate is easy to do for some programs. Otherwise needs to be linked to support services. If you are not at the required level, what you need to do to reach it. o Program completion—still needs to be figured out how we define it in order to measure it. Usually looked at as who completes program within 6 years.	Information		
Accreditation Update	o Relations w/ SJCC and DO best ever. SJCC taking lead on III.A and IV.C and D. Set up collaborative meetings w/ SJCC monthly. o Sub change is pretty much done—may be off plate as early as Feb. o Dec. 17 is next deadline—fill in narrative and links to evidence. Move on to Analysis and Evaluation—whether standard is being met. o Jan. 15 is date for 3rd draft to be completed. At this point, will start defining QFE: what needs improvement for which we do not have infrastructure to attach money and people to accomplish the goals. QFE should focus on only 2 items, and they must cross almost all of campus—e.g. communication across depts. Then we are responsible for making progress on these goals. Mid-term evaluation will be to report on them. QFE must be in draft form by 4/1.	Information		
Next meeting	o 2/1/16	Information		

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

Evergreen Valley College
IEC Committee Meeting Minutes
December 7, 2015

Respectfully submitted by Note Taker, Liza Kramer, with help from Lisa Kalenda.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
April 4, 2016

Present: Lynette Apen, Keith Aytch, Mark Gonzales, Adrienne Burns, Lorena Mata, Patricia Perkins, Yesenia Ramirez, Ying-Fang Chen, Liza Kramer.

Absence: Sheryanne Lim (sabbatical), Felicia Mesa, Antoinette Herrera, Chris Ratto (medical leave), Octavio Cruz (ex officio).

1. Accreditation Update

i. Draft and Quality Focus Essay (QFE) draft posting update: Email went out last Fri. afternoon with Self-Evaluation of Standards draft, and QFE draft with feedback. Mark Gonzales and Cathy Kost helped, saved the day, merging documents. Shashi uploaded to links with electronic feedback forms. April is feedback month—hope to do updated draft in May.

ii. Committee Feedback. ACTION ITEM: Standard 1A, B, and C (B in particular--on institutional effectiveness)—this committee should provide feedback on these sections.

iii. Meta-Analysis survey—asking how effective are we in planning activities. Committee surveys. Drop-down menu allows you to indicate which committee you are doing this for. Should only be for ones you sit on, but you can do it once for each committee you sit on. Should take less than 10 min. to do each.

2. Program Review 2014/15—Health Services needs to be reassigned. AH still good, but Mark Gonzales will replace Azita Tavana as second reader.

a. 2015/16 pending PR's

> i. Paralegal received this weekend. AH and AB are reviewing.
> ii. Counseling (student services)—RJR and MG reviewing.
> iii. Computer Science—YR and LM reviewing
> iv. Spanish (LA will send updated version)—LM and LK reviewing. Spanish dept. saying they are reading for other foreign languages to be added in. LM making case that each language should stand alone—different languages have different needs. Spanish could overwhelm Vietnamese, for example.
> v. Music—awaiting response to feedback.
> vi. FCS—awaiting response to feedback.

b. 2015/16 final submission recommendations

> **i. Engineering—Excellent!** 147 pages with Table of Contents**. Includes Program Set Standard of 67% success, which has been met at ~70%**. Can use this PR as model for other programs to add PSS. **Voted to forward to College Council.**
>
> **ii. Dance**—Keith Aytch and Chris Ratto presenting. Liz Falvey, adjunct instructor, did excellent job, attended PDD training, and used Early Alert to increase success rates. **Voted to forward to College Council.**
>
> **iii. Vietnamese**—Lorena Mata presenting. Has been revised, seems good, much improved. AH: effectiveness question needs to be better explained, what we're looking for. Future needs section needs to be handled by Dean. **Voted to forward to College Council.**
>
> **iv. Psychology**—Felicia Mesa presenting (Lynette reviewed SLO's). **PSS for course completion set at 64%. Voted to forward to College Council.**

v. CNA-Mini—because CTE programs do PR every 2 years, it alternates between "mini" and full. **Gold Stars for having aligned SLO's with ILO's! Voted to forward to College Council.**

vi. CalWorks—final just sent this weekend. Antoinette Herrera had provided lots of feedback. It needed lots of work. AH will re-review for next time.

vii. Theater Arts—has SLO assessment results, which are often missing. Says future funding needs=zero, but at least there's a full-time faculty member. **Voted to forward to College Council.**

viii. BIS—Felicia Mesa presenting. No definition of effectiveness or how to measure. May only be one full-time faculty member, and that person may be retiring after this semester. It says effectiveness is measured by Advisory Board, but what measures do they use?
LA: Nothing is compared to College as a whole. Data is presented in Appendix A. Need to list PLO for degrees. LA will send email: they need to add in effectiveness measures and PLO's, then we will forward for approval.

c. 2016/17 upcoming PR's— Mark Gonzales will look at instructional and student services feedback forms and see if they can be made identical.

d. Revise 2106 PR template—right now Office of Research sends Program data. Now LA has data for State, which she will disaggregate and send to Programs to use for comparisons.

Next Meeting: 4/18/16.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
May 2, 2016

Present: Lynette Apen, Mark Gonzales, Lorena Mata, Patricia Perkins, R.J. Ruppenthal, Ying-Fang Chen, Liza Kramer.

Absence: Sheryanne Lim (sabbatical), Keith Aytch, Adrienne Burns, Felicia Mesa, Antoinette Herrera, Yesenia Ramirez, Chris Ratto (medical leave), Octavio Cruz (ex officio).

1. Meeting Minutes Approval—Minutes for 2/22/16, 2/29/16, and 4/18/16 all approved, with adjustments to identification of members of committee. Let's see if we can get Julie Vo to replace Octavio Cruz. MG will check with President, LA will email Julie Vo.

2. Accreditation Update

i. LA sent reminder of deadline for feedback last week. Writing meetings with District Office happening this week—they took lead on Standard III. Writing for III.B. Facilities happening late Thurs. afternoon. III.C. Technology--Vice Chancellor Seaberry is producing. III.D .Finance—Doug Smith is hosting 3-hour writing meeting Thursday. Tamely Hawley is helping with IV.C. Board of Directors and IV.D. Multi-college district.

ii. Summer work plan: we're hosting a summer writing session with 12-13 full-time faculty, each of whom will be paid for 12 hours of work. New people will get 4 hrs of on-boarding, including a 30 min. video made by Bob Pacheco. It will be the week of June 6—working on refining and providing evidence. Come to write! Some people are doing more hours—e.g. RJ is refining I.B. Brad Carothers will be doing more work on SLO's, which he has been doing all through the document. We must mail the completed document on Aug. 10. First read is in June. July 11 is 2nd read by Board of Trustees. Then we start prepping for visit—mock interviews, etc.

iii. Update--College Council

> 1. CC approved recommendations for training for committee chairs and improved communications between committees. LA met with Professional Development Center—Elaine Ortiz—to develop training.

> 2. CC also approved Integrated Planning Implementation Design.

iv. Progress on Mission Report. Reason we do this is to make progress on meeting mission. In response to RJR's question: yes, it will be folded into other documents. PR allocation: requests totaled $259,000. Budget Committee ranked requests and $150,000 was distributed. Monies could not be used for people—just equipment. Must also be a one-time expense. Conference requests not accepted because these could be processed through Professional Development funds. MG comments that Business was denied a consultant to redesign classroom. Should this have been allowed? PR allocation was the only piece included in report from PR. Not sure whether these monies will be available again. A large part of annual report to ACCJC is SLO reporting—this section pulled directly from there. Next page explains change in ISS and tables. Progress on Equity came from SSSP Report. Goals section— YFC did narrative based on data. RJR suggests we can do new narrative based on newer data. YFC reviewed and she's correcting it.

Final page is IEC recommendations:
1. College develop an integrated matrix and document that tracks progress on each of the college areas of meeting the mission, and integrates the findings cohesively. . . .

2. College embed larger institutional success measures into program review data packets. This means include ISS in PR templates. Perhaps Eng. PR should look at Equity Report and include these goals in PR.

3. The College bring ISS to the program level in 2016-17 academic year.

4. Institutional Effectiveness Partnership goals are "stretch" goals. CA Scorecard is where we are now. ISS is "floor." We will merge all of these.

5. Presentation device. YFC says it's already in CROA, the new data system.

Strategic Initiatives not included—goals from last spring.

Progress on Mission Report Approved by committee.

3. Program Review

a. 2015/16 final submission recommendations

> **i. Music**—took feedback and turned it around. Mostly needed work on Outcome Assessment. **Approved to forward to College Council.**

> **ii. Counseling** (student services)—RJR met with Mirella, suggested putting in future plans—e.g. on-line counseling. 13 references from EMP. Found a platform to try. Fall 2017=goal for implementation. **Approved to forward to College Council.**

> **iii. Computer Science**—LM provided feedback. LA provided Engineering PR as model. Success rates were added. Henry Estrada—still math faculty—will officially become CS faculty in the fall. PP asked about AS-T. They are still working on it, getting C-ID for particular courses, etc., but transfer still should be easy. **Approved to forward to College Council.**

> **iv. Service Learning**—pending because of CSEA issue. Last CC meeting is May 9. Should go through. BIS has formatting issue, but has also been approved.

b. 2015/16 PR's pending

> **i. CalWorks**—still needs feedback on revised version from AH.
> **ii. Auto**—feedback sent 4/26/16
> **iii. FCS**—faculty needed.

c. Revised 2106 PR template—approved. LA will post on IEC website. YR working on electronic form. MG and AH looking at Student Services form. We need to do Administrative Units PR. YFC is putting together "cheat sheet" for how to access data through CROA. We will still give programs college data sets, but it is okay for faculty to contact YFC directly.

4. Strategic Planning—Point Person RJR will help populate Integrated Planning Manual. Will bring to first fall meeting for review.

No meeting 5/16/16 because of finals.

Next Meeting/First fall meeting: 9/1916. (First Monday of Sept., 9/5/16, is Labor Day.) Might need additional meetings after this (9/26/16, 10/3/16). 10/10/16 is open meeting with ACCJC visiting team. College Council meeting will be at 2 p.m. that day.

Evergreen Valley College
Institutional Effectiveness Committee Meeting Minutes
March 28, 2016

Present: Lynette Apen, Keith Aytch, Mark Gonzales, Patricia Perkins, R.J. Ruppenthal, Ying-Fang Chen, Liza Kramer.

Absence: Sheryanne Lim (sabbatical), Adrienne Burns, Lorena Mata, Felicia Mesa, Antoinette Herrera, Yesenia Ramirez, Chris Ratto (medical leave), Octavio Cruz (ex officio).

1. Accreditation Update

i. Quality Focus Essay (QFE) draft is in progress. Not yet a complete draft, but Executive Summary is done. Tomorrow Lisa Kalenda will be merging all the documents, so the Chancellor can begin her review on April 1. We're trying to get feedback from various committees on certain sections. IEC will give feedback on Standard I. This will be documented as part of our minutes. In addition to the IEC, the committees who will review parts of self-study are: College Council, Budget, Technology, Student Success, Facilities, and Academic Senate (Standard II.A).

LA sat with Lisa Kalenda and Shashi to make link in OneDrive to a feedback form that is mostly boxes rather than narrative to make feedback easy. Feedback forms broken down by Standard for the Accreditation Self-study—one link for each section. Also done for QFE.

ii. Update: Program Set Standards This year, Engineering resubmitted their PR with PSS added in. Psychology has agreed to do this as well—we are expecting final draft this week. R.J. is doing the same with Legal Assisting. Next year, the language asking programs to set a PSS will be incorporated into Program Review template. Nursing is aiming to accomplish this next year.

NOTE: The annual report due 3/31/16 is done!

2. Program Review 2014/15—Health Services needs to be reassigned. AH still good, but Mark Gonzales will replace Azita Tavana as second reader.

a. 2015/16 PR status—Service Learning (98 pages!) was received this weekend—forwarded to LM and LA for review. Automotive Tech. should be read this week. Follow-up still needed on outstanding/unfinished PRs.

b. Notify 2016/17 PR's of upcoming review, Student Services, SHAPE, Nursing and Allied Health, Language Arts all gave responses. FM will do training at April 8 PDD—needs helper.

c. Revise 2106 PR template. Yesenia will try to make new form electronic for easier use. Will need that for Fall PDD. Lots of discussion follows on how to make the form more efficient, less redundant. E.g. Summary section should be called "Overview" (these two sections should be combined).

Data—difficult for PR groups to understand it, cumbersome. YFC provides overview—sometimes proper data not available, sometimes data set heading doesn't match data. RJR likes to compare his data with other Paralegal programs and/or other CTE programs.

MG: Maybe have more thought-provoking questions related to data, so reviewers really <u>think</u>, and don't just say "we're doing great."

3 parameters for comparison:

      --salaries and benefits—Bay 10
      --Equity Score Card—peers, similar demographics
      --selected peer—e.g. Auto selects Cerritos, which has comparable program.

LA thinks this makes more sense for CTE than for traditional academic programs.

KA: to be true learning institution, need to self-reflect. Move 1.2.7 from Overview to Summary

Curriculum—change language for articulation—influx and outflux, ADT, CID—leave language open.

SLO's and Assessment—add something about dialogue—including dialogue between and among departments in GE.

Make sections E and F one heading, with Resource Allocation in heading (plus Budget and Planning?). ACCJC won't always examine particular PR's, but will look at cycle and template.

Last page—Review—RJ says this comes from Budget Committee. We should make it our own.

d. April 4 IEC meeting will be dedicated to Program Review + Integrated Planning Manual.

Next Meeting: 4/4/16