

2016-2017 IEC Minutes

September 19, 2016

October 3, 2016

October 17, 2016

November 7, 2016

November 21, 2016

December 5, 2016

IEC Meeting Minutes
Monday, 9/19/16

Attendance: Adrienne Burns, YingFang Chen, Mark Gonzales, Antoinette Herrera, Lorena Mata, Patricia Perkins, Yesenia Ramirez, RJ Ruppenthal, Julie Vo, Adela Swinson, Frank Tello, Lynette Apen

1. Public Comment- 3 minute limit
 - a. None

2. Review committee charge and membership
 - a. Committee charge reviewed and validated by committee members
 - b. Membership review- representation needed from:
 - i. CSEA (1)
 - ii. MSE Faculty
 - iii. SSHAPE Faculty
 - iv. Academic Senate – At Large Rep
 - c. **Action Item: Lynette to send list to constituents to get representation**

3. Review EVC Mission and Strategic Initiatives
 - a. Connect committee work
 - i. EVC mission and Strategic Initiatives reviewed as well as Accreditation Fall 2016 Work Plan
 - b. 2016/2017 goal setting
 - i. Committee members brainstormed priorities for IEC to consider in 16/17
 - ii. Ideas included

Accreditation	Program Review	Strategic Planning
Develop follow-up plans from ACCJC action	PRs for all areas, templates and actuals	Finish CTAs- clarify
Develop way to monitor ISS	Training/overview for program set standards	Communicating activities to campus
Evaluate overall college effectiveness <ul style="list-style-type: none"> • AU outcomes- SLOAC • SLO progress improvement- SLOAC 		Complete IPM
Conduct Needs Assessment-		Implement strategic Plan

Communication (? Role of IEC in this)		
		Develop Enrollment Management Plan timeline- not IEC charge- where should this go?

Action Item: 16/17 committee goal setting during October meetings

4. Accreditation Update

- i. Prep for October visit
 - 1. Quick review of PDD activities and campus outreach
- ii. Review Fall 2016 work plan
 - 1. Members identified components of the accreditation work plan that were linked to IEC work. These will be included in committee planning for 16/17.
 - a. IPM already initiated in compliance with QFE and work plan, see item 6 below.

5. Program Review

- a. 16/17 PRs- assign mentors
 - i. Accounting: RJ
 - ii. English: Felicia Mesa
 - iii. Physical Sciences: Antoinette Herrera
 - iv. Nursing: Felicia and Antoinette
 - v. AJ: Lorena Mata
 - vi. Communication Studies: Mark Gonzales
 - vii. Design (follow up for deferral): Mark Gonzales
 - viii. History: Mark Gonzales
 - ix. Athletics: Mark Gonzales
 - x. Women Studies: Mark Gonzales
 - xi. Outreach: Adela Swinson
 - xii. Transfer: Julie Vo
 - xiii. Admissions and Records: Adela Swinson
- b. Action Item: Mentors to check in with PR writers**
- c. PR timeline reviewed: 1st Due Date to IEC is December 1st and should have all the components completed. IEC will assign 1-2 readers to give feedback to writers in February. Final PR submission due to IEC 4/1. PR writers are invited to attend IEC meeting to present PRs. After IEC recommendation, PRs are forwarded to college council for approval. Once approved, PRs are official and posted on the PR webpage.

- d. **Action Item: Program set standards and the data sets are new for faculty writers. IEC will establish a training on establishing program set standards for PR faculty.- End of October**
- e. PDD wrap up- PR breakout session

6. Strategic Planning-Point person RJ

a. IPM

i. Check in: progress on Integrated Planning Implementation Design 2016-2017

- 1. Committee reviewed and approved the “EVCs Progress on the Implementation Plan”

a. Action Item: Lynette to post on IE webpage

ii. Review of IPM draft

- 1. Revised the timeline included in the draft.
- 2. Committee members to send additional feedback to RJ
- 3. Next draft of IPM will be reviewed during the next meeting

a. Action Item: RJ to have updated draft of IPM for next IEC meeting

7. Next Meeting:

- a. 10/3/16
- b. Special meeting to be added week of 10/10 for accreditation team

IEC Meeting Minutes
Monday, October 3, 2016

Attendance: Keith Aytch, Felicia Mesa, Antoinette Herrera, Adrienne Burns, Mark Gonzales, Lorena Mata, Pat Perkins, Julie Vo, Adela Swinson, Lynette Apen, Bob Pacheco, RJ Ruppenthal

1. Public Comment- 3 minute limit
 - a. None
2. Program Review
 - a. 15/16 PRs- Action Items
 - i. CalWorks→ IEC unanimously voted forward to college council for approval
 - ii. Auto→ deferred back to faculty for updates. Lorena is working with the Auto faculty to provide additional support in completing the program review with particular focus to data areas, including SLO assessment analysis, PLO and budget allocation
 - b. 16/17 PRs- mentor update
 - i. Mentors to check in with assigned areas- if not already done so
 - ii. Log in to CROA issues: Action Item: Lynette to send a full faculty list to the DO to ensure faculty access
 - iii. Action Item: Keith requested that Lynette provide a list of 16/17 upcoming program reviews to college council
3. Strategic Planning
 - a. IPM
 - i. Review of IPM draft
 1. Committee provided feedback and will send additional comments/changes via email
 2. Review of the timeline of activities in the IPM
 3. Action Item: RJ to provide copies of the current draft during IECs special meeting with the visiting team.
4. 16/17: Committee Goal Setting- Time Permitting→ deferred
5. Accreditation Update
 - i. Prep for October visit
 1. Bob Pacheco
 - a. General Accreditation comments
 - i. Assignment for visiting team is mostly to clarify work
 - ii. Evidence to review in greater detail
 - iii. Fixing what the team has already written

- iv. Team wants to ensure that we are doing what we say we are doing
 - b. Mock interviews facilitated by Bob
- ii. Review Fall 2016 work plan → deferred

6. Next Meeting:

- a. Special meeting to be added 10/11- 10am-12pm time block- for accreditation team
- b. 10/17/16

IEC Meeting Minutes

Monday, 10/17/16

Attendance: Ronald Lopez Ramirez, Yesenia Ramirez, Pat Perkins, Lorena Mata, Antoinette Herrera, Julie Vo, Bob Pacheco, Keith Aytch, RJ Ruppenthal, Adela Swinson, Lynette Apen, Pat Braun (guest- NAH)

1. Public Comment- limit to 3 minutes
 - a. None
2. Review of minutes from 9/19 & 10/3/16
 - a. 9/19 minutes: M/S Lorena/Antoinette- passed unanimously
 - b. 10/3 minutes: Lynette will email to the team for review and approval at meeting on 11/7
3. Accreditation Debrief
 - a. IEC meeting
 - i. Members felt that the mock interviews with Bob were very helpful
 - ii. Some members felt the team interviews were as expected from the last visit
 - iii. Visiting team asked many questions on resource allocation and connection to PR and SLO work
 - iv. Overall IEC members felt that the meetings with IEC went well.
 - b. Work Plan Review
 - i. Focused on items assigned to IEC in particular IPM (see item 4 below)
 - ii. Committee chair training is underway, with the chairs meeting every month- facilitating communication between committees
 - iii. Creating template for administrative program review- deferred
4. Progress on Integrated Planning
 - a. Progress on Implementation Plan- on track with revised timeline
 - b. IPM
 - i. Review of IPM draft-2 (RJ)
 1. Review of components of IPM and timelines
 2. Action Items: add in the following components
 - a. Narrative description of EVC integrated Plan- Lynette
 - b. Create a visual master calendar of all areas on the IPM- Mark and RJ
 - c. Flow Chart for decision making- RJ
 - d. BP/AP annual review timeline- RJ/ Lynette
 - e. Evaluation of Resource Allocation- RJ
 - f. A page on progress on the mission timeline- Lynette

IEC Meeting Minutes
Monday, 11/7/16
12:30-2pm SC 202

Attendance: Keith Aytch, Antoinette Herrera, Pat Braun, Julie Vo, Angel Farfan and Pat Perkins

1. Public Comment- limit to 3 minutes- NONE
2. Review of minutes from 10/3/16 & 10/17/16
 - a. Approved by email consensus
3. Accreditation Debrief
 - a. Visiting team letter to the commission
 - i. Deferred, letter not received from visiting team yet
 - b. Work Plan Review
 - i. Reviewed current status on QFE work plan
4. Progress on Integrated Planning
 - a. IPM Approval- Action Item
 - i. Current draft reviewed with particular focus on areas to be included in the IPM and timelines
 - ii. Draft of IPM edited to reflect committee changes- Lynette to finalize draft to be considered for approval at 11/21 meeting
 - b. Review the Implementation Plan
 - i. Review Nov/Dec – make edits → deferred
 - c. Strategic Plan Matrix
 - i. Draft review
 1. Committee members felt that the matrix needed visual refinement
 - a. Julie Vo and Angel Farfan will refine and bring back to committee
5. 16/17 Program Review Update
 - a. Reminder for IEC mentors to outreach to PR writers
6. Finalize 16/17 committee goals/outcomes
 - a. Committee agreed to use goals identified at the 9/19/16 meeting
 - i. Accreditation:
 1. Develop follow-up plans from ACCJC Action
 2. Develop reports/criteria as identified in the QFE action project 1- Institutional effectiveness and planning
 3. Develop way to monitors ISS
 4. Develop method to evaluate overall college effectiveness

5. Evaluate college effectiveness per the IPM
- ii. Program review
 1. Create program review templates for all areas
 2. Training/overview for PR including CROA and program set standards
 3. Evaluate program review process and data sets
- iii. Strategic Planning
 1. Complete Integrated planning manual
 2. Communicate activities to the campus
 3. Create opportunities for campus feedback
 4. Create the strategic plan to implement in fall 2017

7. Next Meeting:

- a. 11/21/16

Meeting adjourned 2pm

IEC Meeting Minutes
Monday, 11/21/16

Attendance: Julie Vo, RJ Ruppenthal, Ronald Lopez Ramirez, Mark Gonzales, Pat Perkins, Keith Aytch, & Lynette Apen

1. Public Comment- limit to 3 minutes
 - a. None given
2. Review of minutes from 11/7/16 by email
 - a. Deferred
3. Accreditation Debrief
 - a. Visiting team letter to the commission → deferred until team letter is received
4. Progress on Integrated Planning
 - a. IPM
 - i. Finalize
 1. Committee reviewed page by page, reviewing timelines and content. Revisions and final edits completed during the meeting
 - ii. Action Item- unanimously approved with final edits and sent to College Council for approval
 - ii. Strategic Plan Matrix
 - i. Revised Draft reviewed
 1. Committee members approved the matrix revised by Julie, Andrew and Angel
 2. Committee recommends a 4 hr strategic planning retreat for the spring 2017 semester, with the goal to write outcomes for the strategic plan. Suggested participants include
 - a. IEC
 - b. Accreditation Steering Committee
 - c. Deans
 - d. Managers
 - e. Shared Governance Committee Chairs or designee
 - f. Academic Senate Designee
 - g. Associate Student Government
5. 16/17 Program Review Update
 - a. All IEC Mentors were reminded to check in with PR writers to remind of 12/1 deadline
6. Finalize 16/17 committee goals
 - a. Committee agreed to use goals identified at the 9/19/16 meeting
 - i. Accreditation:

1. Develop follow-up plans from ACCJC Action
 2. Develop reports/criteria as identified in the QFE action project 1- Institutional effectiveness and planning
 3. Develop way to monitors ISS
 4. Develop method to evaluate overall college effectiveness
 5. Evaluate college effectiveness per the IPM
- ii. Program review
 1. Create program review templates for all areas
 2. Training/overview for PR including CROA and program set standards
 3. Evaluate program review process and data sets
 - iii. Strategic Planning
 1. Complete Integrated planning manual
 2. Communicate activities to the campus
 3. Create opportunities for campus feedback
- b. Create the strategic plan to implement in fall 2017

7. Next Meeting:

- a. 12/5/16

IEC Meeting Minutes
Monday, 12/5/2016

Attendance: Keith Aytch, Ronald Ramirez Lopez, Felicia Mesa, Adrienne Burns, Julie Vo, Andrew Nguyen, Pat Braun, Pat Perkins, Mark Gonzales, Lorena Mata

1. Public Comment- limit to 3 minutes
 - a. No public comment
 - b. General college updates from committee members
 - i. Adrienne Burns- met with President Yong and agreed to lead the reinstatement of DAC and Classified Senate
 1. The goal is for Classified Senate to have its first meeting in early spring 2017
 - ii. Keith Aytch-
 1. While Keith is on sabbatical in spring 2017, Mark Gonzales will be the Acting VPAA
 2. Hiring Committee update for campus research analyst
 - a. Challenging to get representation from CSEA and faculty senate
 - i. Lorena Mata agreed to give a committee update at Academic Senate
2. Review of minutes from 11/7/16 and 11/21/16 deferred
3. Accreditation Debrief
 - a. Visiting team letter to the commission
 - i. Letter received on 11/28/16
 - ii. Reviewed 7 commendations and 8 college recommendations with the committee members
 1. Particular discussion focused on the 3 areas of non-compliance
 2. The letter and recommendations were shared verbally, but not distributed
 - b. Next Steps
 - i. Prep for 1/10 commission meeting
 1. Lynette and Keith are working with President Yong to provide updates to the commissioners since the October visit
 2. President Yong asked for a document outlining (in bullet form) what the college has done to address the recommendations since the visit
 3. Additional supporting documents will include the updated work plan on the college's progress on the QFE, the IPM, CCSSE SLO disaggregation analysis, and the SLO Handbook

- a. All documents will be mailed to ACCJC in December in preparation for the January 11, 2017 commissioner meeting
 - b. President Yong will attend the meeting to present our progress to date
 - 4. Progress on Integrated Planning
 - a. IPM
 - i. Approved by College Council- 11/28/16
 - b. Strategic Plan Matrix
 - i. Draft reviewed with CC
 - ii. Plan next steps
 - 1. Need to get campus input
 - a. Previous discussion on campus strategic planning retreat
TBD
 - 2. SP needs to be connected to budget planning
 - 3. Should these come from college council?
5. 16/17 Program Review Update
 - a. Assigned IEC feedback for submitted PRs
 - i. Transfer Center- Ronald and RJ
 - ii. Work Experience- Lorena and Pat P
 - iii. Accounting- Pat B and Felicia
 - iv. OASSIS- Julie, Andrew and Lynette
 - v. AJ- Felicia and Adrienne
 - vi. Nursing- Mark, Angel and RJ
 - b. Lynette will email the assigned PRs to IEC members in early January with the feedback form
 - c. Mentor updates on other programs
 - i. Lynette has been working with Communication Studies and English Faculty
 - ii. Reading requested a short extension
 - iii. No other updates
6. Finalize 16/17 committee goals
 - a. Completed on 11/21/16
7. Next Meeting:
 - a. 2/6/17