

## **2017-2018 IEC Minutes**

October 16, 2017

November 6, 2017

November 20, 2017

December 4, 2017

February 5, 2018

March 5, 2018

March 19, 2018

April 2, 2018 April  
16, 2018

May 7, 2018



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Mark, Gonzales, Adela Swinson, Julie Vo, Antionette Herrera, Sean Abel

Staff: Hazel De Ausen, Yesenia Ramirez, Ronald Lopez Ramirez

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen, Rahim, Frank Tello, Steven Graham, Song-Ho

Guests: Eugenio Canoy, Keith Aytch

---

### **Minutes from the meeting:**

1). Public Comment: No public comment.

2). Review of minutes: The committee reviewed and approved minutes from the October 2 the minutes were approved.

3). Accreditation update Lynette discussed the accreditation followup report. She noted that a few areas need more details, and that this would be addressed. The report will be sent to VP Gonzales and EVC President Keith Aytch. An open campus forum will then be held. A copy will also be sent to the following committees: IEC, College Council, Academic Senate, and Distance Education. Lynette noted the process is on track and on time.

Eugenio Canoy gave a presentation on SharePoint for the committee. He explained how to log in and access SharePoint as well as a detailed explanation of how SharePoint can assist in storing and allowing access to information. The goal for this committee beyond the use of SharePoint to house all important IEC documents, is to create an ongoing process of evidence storage for accreditation visits.

4). **Strategic Planning update:** EVC President Keith Aytch presented his vision to the committee. He opened thanking Eugenio for his SharePoint presentation, stressing how this technology will assist as the college moves forward to improve communication and planning.

President Aytch then discussed the college strategic planing matrix; noting that District priorities are established by the Board of Trustees; from these district priorities EVC will establish Strategic initiatives. The board will be moving toward a model with six priorities; EVC will then need to discuss the number of or any adjustments to the college initiatives. EVC will have the option to keep the current initiative model, alter it, or create new initiatives. IEC will lead the conversation as feedback will be welcome from the entire campus.

President Aytch asserted that for Spring 2018 the focus will be the Student-Centered initiative, as we know this initiative will not change as students should be and will be our primary focus. As we focus on an initiative that will not change (Student-Centered) the college can discuss what action to take on the other initiatives.

President Aytch noted that as we look back the college has experienced tremendous change over the past ten years, and that the discussion on college initiatives should reflect our growth and desire to move forward. Once the Board of Trustees adopts District Strategic Priorities, EVC will make sure our Strategic initiatives align and connect with the District Priorities.

President Aytch reminded IEC that this committee will need to take a lead role as the college revisits Strategic Initiatives. He asked the committee to lead a campus wide forum during the Spring 2018 semester discussing what direction EVC should move concerning Initiatives (other than the Student-Centered initiative). He noted it is vital that the process remain open to all, and that we encourage all input to be considered. President Aytch suggested that Strategic Planning is placed on the agenda of all EVC Standing committees.

Antoinette asked for clarification as to which standard the committee should use when assessing Program Reviews due Dec 1, Lynette stated that the current Strategic Plan will be used when assessing program reviews for the 2017 - 2018 academic year, not the proposed plan.

#### 5). **17 / 18 Program Reviews**

AUO- Administrative Unit Outcome draft program review template was discussed. It was noted that no Outcomes have been created, Lynette suggested that three is a good number for each area, but that no mandate exists as to a minimum or maximum. Lynette also noted that AUOs should be more specific than Administrative Unit goals. It would be best to start with the goals, then move to and align AUOs to the goals.

The committee suggested that Item #3 reflect a list of goals; and then also ask for progress on achieving goals after the initial program review. (This change has been made to the draft.)

Adela said that if the goal is to keep the information current, AUOs should be completed every year. Lorena suggested that if the reviews are to be annual the report should be specific rather than broad as is the case with comprehensive reviews.

Program Review Extension: Antionette asked for a deadline extension for the following Program Reviews: CADD, BIM, Surveying and Geometrics due to the fact there all three areas lack full time faculty. The committee granted the extension request.

Updates on current program review process: Brad told the committee the October reminder email was sent to all faculty and their mentors completing Program Reviews. He also noted that a chart reflecting responsible faculty, the mentor, record of all emails sent, record of any work received, record of any identified internal readers is available on the IEC SharePoint web site. Brad also noted that CNA has submitted work to Antoinette; Open Lab sent work to their dean for review.

The meeting was adjourned.

## ACCREDITATION CHARGE

- OVERSEE THE ACCREDITATION COMPLIANCE PROCESS AND RELATED ACCOUNTABILITY IN CONSULTATION WITH THE VP OF ACADEMIC AFFAIRS AND THE VARIOUS CONSTITUENT GROUPS
- COORDINATE ACCREDITATION ACTIVITIES, INCLUDING PREPARATION OF SELF-STUDY REPORTS, MIDTERM REPORTS, ANNUAL REPORTS, AND SITE VISITATIONS, FOR ACCREDITATION REAFFIRMATION, TO ENSURE SUSTAINABLE AND CONTINUAL QUALITY IMPROVEMENT.
- CREATE AND MONITOR A WORK PLAN AND SCHEDULE INCLUSIVE OF THE ACCREDITATION CYCLE
- RECEIVE AND DISTRIBUTE INFORMATION TO AND FROM CAMPUS AND COMMUNITY CONSTITUENCIES.
- MAINTAIN ACCREDITATION REPORTS AND UPDATE RECURSES IN THE ACCREDITATION RESOURCE

CENTER

## PROGRAM REVIEW CHARGE

- OVERSEE THE ACCREDITATION COMPLIANCE PROCESS AND RELATED ACCOUNTABILITY IN CONSULTATION WITH THE VP OF ACADEMIC AFFAIRS AND THE VARIOUS CONSTITUENT GROUPS
- ESTABLISH, MONITOR, AND OVERSEE THE PROGRAM REVIEW CRITERIA, PROCESS, IMPLEMENTATION, AND ACCOUNTABILITY IN CONSULTATION WITH THE ACADEMIC SENATE AND COLLEGE COUNCIL
- FACILITATE A DATA DRIVEN PROGRAM REVIEW PROCESS THAT WILL INFORM INSTITUTIONAL PRIORITIES.
- COORDINATE INFORMATION AND DATA (SLO) WITH SLO SUB CURRICULUM COMMITTEE
- DEVELOP AND MONITOR PROGRAM REVIEW SCHEDULE FOR THE COLLEGE CAMPUS AND IMPLEMENT FORMAL NOTIFICATION OF SCHEDULED PROGRAM REVIEWS.
- PROVIDE CONSULTATION AND FEEDBACK DURING PROGRAM REVIEW PROCESS
- ENSURE PROGRAM REVIEW REVIEW IS AVAILABLE FOR PUBLIC ACCESS.

## STRATEGIC PLAN CHARGE

- ESTABLISH, MONITOR, AND OVERSEE THE STRATEGIC PLANNING PROCESS, IMPLEMENTATION AND ACCOUNTABILITY.
- ENSURE ALL PROCESSES INVOLVE APPROPRIATE SEGMENTS OF THE COLLEGE COMMUNITY
- FORWARD RECOMMENDATIONS TO COLLEGE COUNCIL AND ACADEMIC SENATE AS APPROPRIATE
- CREATE PROCESS TO REPORT ONGOING ASSESSMENT OF THE EFFECTIVENESS OF THE COLLEGE STRATEGIC PLAN
- OVERSEE THE EDUCATION MASTER PLAN PROCESS, IMPLEMENTATION, AND ACCOUNTABILITY



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Mark, Gonzales, Adela Swinson, Julie Vo, Antionette Herrera, Sean Abel

Staff: Hazel De Ausen, Yesenia Ramirez, Ronald Lopez Ramirez

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen, Rahim, Frank Tello, Steven Graham, Song-Ho

### **Minutes from the meeting:**

- 1). Public Comment: A brief discussion of cars opened the proceedings.
- 2). Review of minutes: The committee reviewed and approved minutes from the October 16 meeting pending correction of one typographical error.
- 3). Accreditation update Lynette discussed the accreditation follow-up report. She presented the report to IEC and addressed questions and comments. Her work was praised by the committee. Lynette noted that appreciation should be given to the Distance Education committee and its chair Nasreen Rahim, for all of their hard work. Lynette noted that the report will be sent to the following committees next: College Council, Academic Senate, and Distance Education. Lynette noted the process is on track and on time. The report will be presented to the district board at their two February meetings and then sent electronically to ACJCC by the March 15 deadline.

4). **Strategic Planning update**: Lynette sought campus wide feedback from EVC President Keith Aytch presentation to the campus which took place October 26. A finalized plan should be complete by December. The agreed upon focus for the Spring 2018 semester at EVC will be student centered success.

5). **17 / 18 Program Reviews**

AUO- Administrative Unit Outcome draft program review template was discussed. It was noted that parties that will be asked to complete the document will be asked for feedback early Spring 2018; assessments will commence by late Spring 2018.

Program Review Extension: Distance Education asked for an extension to their program review. The committee granted the extension request.

Updates on current program review process: Brad updated information he had on program review progress; mentors shared information they had on progress. At this time it appears a majority of program reviews will be completed by the December 1 deadline.

Three program reviews still due from December 1 2016 were discussed. Auto has submitted their work to the dean; Outreach should have a final document to IEC by December 1; no work has been submitted by History.

A discussion was held as to scoring program reviews using the new rubric. The issue is:

- what point total needs to be reached for a program review to be approved by IEC;
- what point total needs to be reached for a program review to be eligible for additional funding.

Sean proposed that the committee use the rubric, but for the time being not establish a standard for points needed. After IEC reviews program reviews and the point totals earned for those submitted by the December 1 deadline, the committee can discuss appropriate standards for IEC approval and eligibility for funding via rubric scoring.

Because program reviews will no longer be approved without SLO and PLO (if a program exists) work completed a discussion was held concerning pay for learning outcomes assessment as well as program review work. Comparisons were made between how the issue is handled at City college as well as Evergreen. It was noted that having different payment policies at each college has caused a great deal of confusion, especially for adjuncts completing the work at EVC with no financial compensation.

Julie noted that for a very low investment (potentially less than a few thousand dollars per academic year) compensation at EVC could be provided to adjuncts for completing the work.

The committee agreed that when faculty or staff are asked to complete work that is not required per their contract, without financial compensation, is unfair.

The meeting was adjourned.



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Mark, Gonzales, Adela Swinson, Julie Vo, Antionette Herrera, Sean Abel

Staff: Hazel De Ausen, Yesenia Ramirez, Ronald Lopez Ramirez

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen, Rahim, Frank Tello, Steven Graham, Song-Ho

### **Minutes from the meeting:**

1). Public Comment: No comments.

2). Review of minutes: Because the committee lacked a quorum review and passage of minutes was deferred to the Dec 4 meeting.

3). Accreditation update Lynette discussed the accreditation follow-up report. Lynette noted that the report has been sent to the following committees: IEC, College Council, Academic Senate, and Distance Education. Feedback was provided and slight revisions were made. The senate expressed questions as to term definitions (what are the concrete definitions of each term in the phrase, "*regular effective instructor initiated contact*"). The committee noted that ACCJC has not yet produced a document with clear definitions, providing examples, of the terms noted in *italics*. Lynette noted the process is on track and on time. The report will be presented to the district board at their two February meetings and then sent electronically to ACJCC by the March 15 deadline.

4). **Strategic Planning update**: Lynette reminded the committee of the current process of board approval of the strategic planning model to be put into place Spring 2018 semester.

5). **17 / 18 Program Reviews**

**Subcommittee final report** - the subcommittee reviewing altering the Program review cycle for the college submitted their final report. The goal of this subcommittee was met.

- The committee voted to call the new annual reports (formerly termed “mini program reviews”) Annual Updates.
- The new cycle will commence 2018-19 Academic year. A complete report on the cycle for all programs will be generated by Brad and Lynette and presented to IEC at one of the two February 2018 meetings for discussion.
- Lynette noted that because all areas will produce a review each year, IEC may be stretched with mentors working on comprehensive program reviews as well as a dramatic workload increase with the new Annual Updates. Sean reminded the committee that the Annual updates should never be longer than two pages. These reports are building blocks for the Comprehensive Review (which will now occur every fourth year). Lynette noted that the entire process is up for annual reflection and review and that IEC can alter the form; format based on feedback from those completing the reports.
- Lynette noted that a template for Student Services Annual report will need to be constructed. Brad will work on this with Lynette over the semester break.
- Lynette asked if page numbers could be placed on the new Program review feedback rubric.

**Program Review Extension**: Biology and International may be delayed in submitting their Program reviews due to issues with data collection. Biology may still be on track for Dec 1 deadline, but International will not. The committee granted both areas an extension.

Lorena announced that Auto will have their delayed (due Dec of 2016) comprehensive program review ready for presentation at the Dec 4 meeting.

The meeting was adjourned.





# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Mark, Gonzales, Adela Swinson, Julie Vo, Antionette Herrera, Sean Abel

Staff: Hazel De Ausen, Yesenia Ramirez, Ronald Lopez Ramirez

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen, Rahim, Frank Tello, Steven Graham, Song-Ho

### **Minutes from the meeting:**

1). Public Comment: No comments.

2). Review of minutes: The committee approved Nov 6 and 20 minutes (with a noted change to Nov 20 minutes due to error in date of meeting).

3). Accreditation update Lynette discussed the accreditation follow-up report. Lynette noted that the report has been sent to the following committees: IEC, College Council, Academic Senate, and Distance Education. Feedback was provided and slight revisions were made. All have approved the report. Lynette noted the process is on track and on time. The report will be presented to the district board at their two February meetings and then sent electronically to ACCJC by the March 15 deadline. It was noted that ACCJC now assigns each college a VP who will work with their assigned college in the spirit of collaboration. EVC has received notification of the person from ACCJC who will be assisting the college.

4). **Strategic Planning update:** Lynette reminded the committee of the open forum taking place Wednesday December 6.

5). **17 / 18 Program Reviews**

- Lorena presented to IEC highlights of the Auto tech comprehensive program review. Although due Dec 1 2016, Micheal Hernandez has worked diligently on every draft submitted to Lorena. IEC approved the work.
- Mini - Reviews:
  - Five were due;
  - Four were submitted on time (an extension was given to Survey and Geometrics)
- Comprehensive:
  - Nineteen were due;
  - Six requested extensions (Art & Design/BIM/CADD/Distance Education/Assessment/Financial Aid/);
  - Thirteen submitted work on time (CNA/Economics/Biology/Philosophy/DSP/EOPS/EQUITY, YESS, FOSTER/ Open Lab/ Student Health/ Student Life/ Tutoring/ International/ CII)
- Late: Three comprehensive reports were due Dec 1 2016. All three submitted work by Dec 1 2017 (Outreach/ AutoTech/History)

Two readers were assigned to all submitted Program Reviews

The committee discussed the importance of connecting Program reviews to budget allocation. A stronger connection with the budget committee and the work complete by IEC was strongly suggested. To the point that Templates and Feedback Rubrics in the future be directly connected with the process utilized by the Budget committee in making allocation recommendations. The next step is to have the chair of the budget committee review the new Program Review template.

The committee also discussed the value of having volunteers from the completed Program Reviews present to IEC in April to highlight accomplishments as well as future goals for their respective programs.

6). **A review of goals** (established 2016/17 academic year as well as Sept of 2017).

- For goals that were not completed during 2016/17 it was noted that all have been completed or will be complete by Spring 2018.
- For goals established for the 2018/18 academic year it was noted that three of four goals have been completed and the fourth goal (establish a folder system on Sharepoint to house evidence for accreditation visits) will be prepared by March 2018.

The meeting was adjourned.



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Antionette Herrera, Sean Abel

Classified: Hazel De Ausen,

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen Rahim, Frank Tello, Steven Graham, Charles Chau

Ex Officio: Adela Swinson, Mark Gonzales, Song-Ho Tran

### **Minutes from the meeting:**

- 1). Public Comment: No comments.
- 2). Review of minutes: The committee approved Dec 4, 2017 minutes.
- 3). Accreditation update
  - Lynette presented IEC a final draft of the accreditation follow-up report.
  - Lynette thanked Nasreen Rahim (EVC Distance Education chair) as well as the distance education committee for their support and assistance in completing the document.
  - IEC would like to recognize the tireless effort and leadership provided by Ms. Apen, as without her guidance - completion of the report would not have been possible.
  - The report will be presented to the district board in February; final board approval would be in March; the document will then be sent electronically to ACJCC by the March 15 deadline.

- 4). **Strategic Planning update**: This topic was deferred until Interim President Aytch presents his vision for how the college will support the new district strategic plan.
- 5). The district has now formed a District IEC.
  - The committee voted the current EVC IEC chair, Brad Carothers, as representative of EVC IEC on the committee.
  - IEC would like to recognize and thank Antionette Herrerra for stating should the need arise she would be more than happy to represent EVC on the newly formed District IEC.
- 6). **17 / 18 Program Reviews**
  - Lorena discussed her concern, which was shared by the committee, with the new point system on the PR feedback form in terms of how to deal with NA issues. If an issue is legitimately Not Applicable, Lynette suggested full credit be given for the area.
  - It was noted that on the Student Services mini PR feedback form Question #4 is missing.
  - The committee agreed that this is the first year for both the new PR template as well as the feedback forms, both could and should be revised to improve for the 2018/2019 PR cycle.
  - The committee was reminded that all feedback forms are due via email to the IEC chair by **February 19, 2018**. The IEC chair will send feedback to the author of the program review.
  - A discussion on the proposed updated PR cycle (annual reports yearly, comprehensive every four years); which was approved by the committee Fall of 2017; it was noted that there will be a great deal of work not only for EVC faculty and staff who need to complete comprehensive PR every four years (from the current every six years); as well as the addition of the annual reports (which currently do not exist and will replace the mini reviews for those areas who were required to complete a mini review) but for IEC readers and mentors as well.
  - The goal of the IEC subcommittee of Fall 2017 that created the new annual report was that the annual reports would be a one to two page update; requiring minimal time commitment to complete as well as for IEC to read and provide feedback. The new annual reports should assist when the comprehensive is due; as faculty and staff have been reviewing their area annually as well as assist in the completion of SLO and PLO work as no PR (comprehensive or the annual report) will be approve if SLO and PLO work is not up to date. SLOAC / EVC SLO coordinator will continue to provide constant updates to all deans, VPs and the president as well as provide training and assistance to all faculty and staff of EVC.
  - Antoinette noted the need for a possible retreat to create a more macro map of how all of these documents, from SLO matrices to annual PRs to comprehensive PRs all fit together with the goals of both the district as well as the college's strategic plan.
  - Lynette noted that once curricunet is working for PLO and SLO assessment; the program review component of our contract with curricunet will need to be addressed so that in the future faculty and staff can complete all curriculum, SLO, PLO and program review documents on curricunet.
  - The IEC chair submitted to the committee for review and feedback a proposed PR cycle (with dates for all areas) for EVC employing the new annual report as well as the new four year comprehensive PR.
  - The committee agreed that by May an updated comprehensive template should be created. Annual reports would not begin for another year based on the proposed PR cycle submitted to the committee for review by the IEC Chair.
- 7). Due to presidents day IEC will not meet until March 5th. The meeting was adjourned at 1:35 PM.



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

## **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Antionette Herrera, Sean Abel

Classified: Hazel De Ausen, 3 vacant

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen Rahim, Frank Tello, Steven Graham, Charles Chau

Ex Officio: Adela Swinson, Mark Gonzales, Song-Ho Tran

Guest: Keith Aytch

---

## **Minutes from the meeting:**

- 1). Public Comment: No comments.
- 2). Review of minutes: The committee approved Feb 5, 2018 minutes.
- 3). Accreditation update
  - Lynette discussed that last year IEC established goal target success rates in basic skills. Lynette also shared a letter from the State Chancellor's office. The letter focussed on IEPI goals framework and the need to align with the *Vision for Success* goals. A simplified Metrics initiative will refocus strategic decision making surrounding future resource allocations.
- 4). Strategic Planning update: EVC Interim President Keith Aytch spoke with IEC about his vision concerning Strategic planning for the college. He noted that the college has not updated the

strategic plan since 2010. The president suggested that EVC should focus over the next academic year on *Student Success* and *Campus Impact*. It is important that we recognize crucial steps in moving forward with Campus Impact (Planning and Communication; both related to the EVC QFE). Mr. Aytch expressed concern over how to go about developing and implementing the two components (Student Success / Campus Impact); should the college hire outside consultants? Although an outside perspective is always nice the president said he was also concerned about how to best spend limited funds. He expressed that a better use of funds might be to keep the money “in house” and instead pay faculty and staff to work over the summer on the new strategic plan. Keith stated that if a consultant is considered this person would meet first with IEC.

Mr. Aytch said he plans to have a college wide discussion, led by IEC on what direction EVC should take concerning the new Strategic Plan. That discussion will take place May 4. The president noted that as funding from the State becomes a greater challenge it is more important now than ever that EVC remain relevant and growing. Our new plan must be part of the blueprint in how EVC will achieve maintaining a standing of importance and relevance in the eyes of our community.

Mr. Aytch said he would address issues related to Strategic Planning at the upcoming Professional Development Day (April 13). The Interim president noted the challenge of bringing our college together to communicate. The college has attempted numerous forums at noon, at three PM, as well as on Fridays, all with limited success. A possible solution would be asking faculty to participate in monthly Friday sessions so that faculty could discuss issues of importance related to both classroom as well as overall college success.

#### 5). 17 / 18 Program Reviews

- Brad reported on progress of PR returned and noted that all who completed a PR were notified via email of the deadlines (that revisions based on feedback is due by March 12, so that IEC can discuss the work at the March 19 meeting). Brad also mentioned that he and Lynette attended the last Budget committee meeting to begin a collaboration so that the resource allocation process is more streamlined with the PR cycle. The Budget committee fully endorsed the new cycle of PR with every other year short reports. Brad formally proposed an update to the recently approved PR cycle (annual reports; with a 4 year comprehensive report). He asked IEC to consider a new cycle with every other year short reports and a fourth year comprehensive PR. A handout was provided detailing which areas would report across the next six years.
- Antoinette stated her concern about the need for money which may arise before the every other year short report. Lynette mentioned that, as is the current process, if more funding is needed faculty or staff can resort to the last Program Review.
- Lorena said what can be an issue is that few who complete a program review state an exact amount of funds needed, often this area of the PR is left blank, which can be a problem for the budget committee.
- Antoinette mentioned that what might be beneficial for all is an overall chart, explaining the process and deadlines concerning Program Review work along with the Budget request process and deadlines. This “Big Picture” guide could better communicate a process that can be confusing for those seeking funds.
- The committee agreed to review the new cycle proposal, discussing any issues with the areas they represent. A vote will take place at the next IEC meeting, March 19.

*The meeting was adjourned at 2:05 PM.*



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Antionette Herrera, Sean Abel

Classified: Hazel De Ausen, 3 vacant

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen Rahim, Frank Tello, Steven Graham, Charles Chau

Ex Officio: Adela Swinson, Mark Gonzales, Song-Ho Tran

Guest: Keith Aytch

### **Minutes from the meeting:**

- 1). Public Comment: IEC member Steven Graham noted the “above the call of duty” work of Lorena Mata. The entire committee agreed with Mr. Graham’s and noted that Ms. Mata always goes above and beyond.
- 2). Review of minutes: The committee approved March 5, 2018 minutes.
- 3). 17 / 18 Program Reviews
  - Brad presented to IEC the following Program reviews with a recommendation IEC accept the following Program Reviews, and move them forward to College Council for a final review:

CIT; Paralegal; Art and design; CII; CNA; Economics; Biology; Philosophy; DSP; EOPS; Open Lab; Student Health; Tutoring; International; Equity/YESS/Foster, From 2016/17: History and Outreach.

- Lorena brought up a concern over numbers presented in one section of the Art Program review (the numbers were correct, but whole numbers were not used). A discussion on how to make that data section of Program Reviews more user friendly took place. Of the 18 program reviews accepted only a few had issues with the data, but confusion for even a few PR authors is important to review for IEC. This issue will be addressed during the two April meetings when IEC considers updated the comprehensive program review template for the 2018-2019 cycle.
- IEC then unanimously approved all Program Reviews listed above, with the understanding that Brad would correct the numbers issue for one section of the ART program review.
- The following spoke to IEC about their program, discussing accomplishments, challenges, and goals for the future:
  - Fahmida Fakhruddin spoke about the Economics Program
  - Di Lua spoke about the Open Computer Lab Program
  - Eric Narveson spoke about the History Program
  - Bhawana Kamil spoke about the Philosophy Program
- Two of the Program Review authors who spoke are currently adjunct faculty at EVC. A discussion was held about the importance of compensation for adjuncts who complete Program Review work either because no full time faculty exist in the program or when a full time employee fails to complete the Program Review. Although financial compensation for adjuncts is beyond the scope and power of IEC, it is important to note that IEC supports strongly fair compensation for adjuncts who complete Program Reviews. We suggest those who wish to further the discussion of fair financial compensation bring this important topic to their respective Senate and or Union representatives.
- IEC then discussed for a third time the proposed new program review cycle. Issues of budget concerns and workload for IEC was discussed. Members were reminded that Brad and Lynette met with the Budget committee. The budget committee fully endorsed the proposed biennial cycle with a short report every other year; and a comprehensive review every fourth year. This proposal replaced an earlier proposal of annual reports, with a comprehensive report every fourth year.
- On a vote of 8 in favor and 1 opposed, IEC will move forward with a the biennial cycle. The shorter every other year reports will not start until the 2019-2020 academic year.

*The meeting was adjourned at 2:15 PM.*





# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Antionette Herrera, Sean Abel

Classified: Hazel De Ausen, 3 vacant

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen Rahim, Frank Tello, Steven Graham, Charles Chau

Ex Officio: Adela Swinson, Mark Gonzales, Song-Ho Tran

---

### **Minutes from the meeting:**

- 1). Public Comment: No public comment.
- 2). Review of minutes: The committee approved March 19, 2018 minutes.
- 3). Accreditation update:
  - Lynette noted that as of April 2, 2018 the latest ACCJC report is on the EVC web site
  - Lynette also mentioned that IEC may want to revisit The Institutional Set Standards at the Next IEC Meeting. Standards were met in all areas other than CNA (due to students selecting to continue their education rather than seeking immediate employment).

#### 4). 2018 / 19 Program Review Cycle

- Brad presented to IEC results from the anonymous survey all Program Review author's and all members of IEC were asked to complete. The survey for PR authors asked for feedback on the currently used Program Review comprehensive template (a copy of these results are available on the IEC website); the anonymous survey for IEC members asked for feedback on the Feedback rubric utilized during the 2017/18 Program Review cycle.
- It was noted that overall satisfaction with the current comprehensive template was dramatically improved from the previous PR cycle. This is due to the diligent efforts of the 2016/ 2017 IEC committee chaired by Lynette Apen. Although there is room for improvement, the feedback from PR authors was overwhelmingly positive.
- The committee then reviewed and discussed strategies to improve the instructional comprehensive PR template. A draft of this document will be provided to IEC at the April 16 meeting based upon input from IEC committee members and anonymous survey results.

#### 5). The following agenda items were tabled due to time required to review PR template:

- Review Student Service Comprehensive PR template
- Review Mentor Feedback rubric for both instructional and student services comprehensive PR
- Official decision of what to do about Programs that did not submit work for the 2017/18 cycle (BIS; Auto mini; Assessment; Financial Aid; Survey and Geometrics; BIM; CADD; Distance Education)
- The need for transparent process of funding based on needs stated clearly in PR (Per March 20 Senate meeting).

*The meeting was adjourned at 2:10 PM.*



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Antionette Herrera, Sean Abel

Classified: Hazel De Ausen, Cam Martin, 2 vacant

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen Rahim, Frank Tello, Steven Graham, Charles Chau

Ex Officio: Adela Swinson, Mark Gonzales, Song-Ho Tran

Guest: Keith Aytch

---

### **Minutes from the meeting:**

- 1). Public Comment: No public comment.
- 2). Review of minutes: The committee approved April 2, 2018 minutes.
- 3). Strategic Planning update:
  - President Aytch addressed IEC about the next steps for the college concerning Strategic Planning. He announced that Mark Gonzales and Lynette Apen would oversee the next steps for the college and report back to the president. Keith reminded the committee that

on May 4 the college will have a planning session run by consultant Fred Trapp (who has worked with EVC in the past). Along with IEC, ASG, CSA, MSCC will be invited to participate in the discussion.

- Keith stated that on May 4 the following time frame will be followed: 9 - 10:00 AM Mr. Trapp will speak; 10:00 - 1:00 PM the entire group will discuss strategic planning; 1-2:00 PM, reports from executives.
- Keith also announced a possible summer retreat with a focus on faculty (adjunct and full time) input, with all contributors financially compensated for their time. As the philosophy of the president is that experts reside within the canvas and that there is no need to employ outside assistance.

4). Program Review Template updates

- The committee worked on updating the Student Services comprehensive program review form; as well as the new Administrative Program Review form.

5). The committee voted to move the following programs to the 2018/2019 Program Review cycle (as no work was submitted for the 2017/18 cycle) :

- BIS; Auto mini; Assessment; Financial Aid; Survey and Geometrics; BIM; CADD; Distance Education

6). The committee discussed the issue brought up on March 20 with the EVC Faculty Senate concerning a documented trail of what transpires after budget requests are made in a program review. This issue will be discuss further at the final IEC meeting of the Spring semester. The committee voiced a need to discuss the issue with the EVC Senate president and chair of the budget committee early in the Fall semester.

7). The committee will discuss revising the Feedback forms for Program Reviews at the final IEC meeting of the Spring semester.

*The meeting was adjourned at 2:10 PM.*



# EVC IEC



## Committee Purpose

- ◆ Assure all college planning is aligned and responsive to the college mission and goals.
- ◆ The committee oversees college accreditation, program review and strategic planning process.
- ◆ Institutional Effectiveness Committee

### **Members:**

Chair: Brad Carothers

Students: Sandra Dinh, Antonio Denton

Administration: Lynette, Apen, Antionette Herrera, Sean Abel

Classified: Hazel De Ausen, Cam Martin, 2 vacant

Faculty: Patricia Perkins, Patricia Braun, Lorena Mata, Nasreen Rahim, Frank Tello, Steven Graham, Charles Chau

Ex Officio: Adela Swinson, Mark Gonzales, Song-Ho Tran

Guests: Vicki Brewster, David Micetich

---

### **Minutes from the meeting:**

- 1). Public Comment: No public comment, but birthday greetings were sang to IEC member Pat Braun.
- 2). Review of minutes: The committee approved April 16, 2018 minutes.
- 3). Strategic Planning update:
  - Brad provided a quick summary of the May 4 Strategic Planning workshop held at EVC.

- VP Gonzales led the workshop with assistance from Lynette Apen and outside consultant Fred Trapp. Mr. Gonzales emphasized the importance of creating a document that will be relevant to the college community. A meeting will be held in June with Brad, Lynette, VP Gonzales, President Aytch and Fred Trapp to develop a more concrete plan of action as EVC works to create a new plan based on the new leadership of President Aytch, with a final draft due by early Spring 2019.
- Lynette provided a summary of the workshop as well. She reminded the committee that IEC will be working on developing a new plan during the Fall 2018 semester, with a draft ready for the college to review by late November. The plan would then be presented, discussed and eventually vetted by shared governance committees.
- The plan will most probably focus on two primary areas (Student success and College Impact).
- At Fall 2018 PDDay the focus will be to begin a college wide discussion about developing the new plan.
- Scott pointed out with a new interim chancellor there may be a possible shift in the recently developed district strategic plan
- Lynette stated that with a new plan recently approved, she highly doubted a shift in direction from the district in terms of their strategic plan focus.

#### 4). Program Review 2018/2019 cycle

- Brad reviewed the timeline for those slated to complete program review for the Fall 2018 Program review cycle.
- Late program reviews for the Fall 2017 cycle were discussed. Guest David M. was asked if college council typically considers PR in the fall or only one time a year, he stated that based on his experience college council reviews Program Reviews once a year.
- A possible PDDay workshop with Brad and Hazel was discussed for authors of PR for 2018/19. Ambica (Staff Development chair) will be contacted to discuss a possible workshop.
- Brad also reminded the committee of the May 10 Program Review workshop.
- Lorena mentioned issues in the past of difficulty with data (most specifically issues with Arts 2017 PR).
- Hazel stated that the new data template (emailed to all new authors by the second week of May 2018) will make working with data even easier than the previous year (2017 PR).

#### 5). Other issues:

- The committee reviewed progress made on goals set Sept 2017. An email will be sent to the college summarizing IECs progress across the academic year on goals set in Sept.
- Brad reminded the committee that he plans to request a meeting with new senate president Randy Pratt and current budget committee chair Eugenio Canoy to discuss creating a transparent and clear path for resource allocation based on monetary requests made within an accepted and on time program review.

*The meeting was adjourned at 1:45 PM.*