2018-19 Minutes

September 17, 2018

October 1, 2018

October 15, 2018

November 5, 2018

November 19, 2018

December 3, 2018

February 4, 2019

March 4, 2019

March 18, 2019

May 6, 2019

EVC IEC

Evergreen Valley College

Present: Mark Gonzalez, Adela Swinson; Lynette Apen, Song-Ho Tran, Vicki Brewster, Cam Martin, Hazel De Ausen, Nasreen Rahim, Manny Kang, Pat Braun, Josh Di Chiacchio, Patricia Perkins, Ben Gonzalez

Minutes for September 17 meeting:

1). Minutes from May 7 meeting were approved.

2). **Strategic Planning**

- Brad summarized the Summer Strategic Planning meetings held in May, June and August of 2018. Those meetings were attended by all EVC deans and student services leaders, VPs, the President, the faculty senate president and vice president, student representatives from ASG (associated student government), IEC members, and consultant Fred Trapp. All parties contributed to drafts of the college strategic plan that was updated with each subsequent meeting. After all this work was documented, the entire college took part in providing feedback at PDDay Fall 2018 (all attendees were separated into smaller working groups, each assigned a specific aspect of the Strategic Plan draft).

- VP Gonzalez informed IEC that staff development let him know all the feedback from the Strategic Plan working groups was positive. All attendees found the process inclusive and rewarding. VP Gonzalez thanked all the working group leaders (many are members of IEC), he informed the committee that soon a working document will be produced based on feedback from the college at Professional Development Day (PDD). IEC will review the work once it is made available.

- VP Gonzalez also stated he would like to see a web site stating activities which will relate directly to the final college Strategic Plan. His hope is that this web site will be a living document, where feedback from all is welcome and from this feedback activities could be updated or new ones added.

- Nasreen expressed a hope that distance education's connection with OEI is somehow part of the new Strategic Plan. Dean Apen and VP Gonzalez stated this should be possible with distance education falling under priority one of the new Strategic Plan.

- IEC focus will be priority #3 of the new SP

4). **Accreditation**

- Dean Apen discussed the upcoming Mid Term Report is due October 2020. She stated that all of our past annual reports will be part of the Mid Term Report. The annual reports are completed each March. Most of the report will address the 8 recommendations handed to EVC by ACJCC, only one of which was a compliance issue. The one issue of compliance (related to distance education and student contact hours) has been aggressively addressed by both the Distance Education coordinator as well as the college distance education committee. The Mid Term Report will also look at the "change in plan" document, as well as update the QFE (Quality Focus Essay).

- Dean Apen reviewed all 8 recommendations from ACJCC with the committee.

- Brad discussed a meeting held between senate president (Randy Pratt); budget and tech committee chair (Eugenio Canoy) and Dean Apen. At this meeting, a proposal was discussed to provide greater clarity and transparency to the connection between Resource Allocation and Program Review. A draft of the plan will be presented to IEC at one of the October meetings. Brad said that all meeting attendees felt it was possible the model (once approved by college VPs and the President) could be implemented with the current Program Review cycle.

- Brad stated he will start to collect Accreditation evidence Fall 2018, with the focus being on evidence related to the ACJCC 8 recommendations. The committee agreed that ongoing evidence collection is a better strategy than collecting evidence prior to the report being completed.

- Brad discussed that he is attempting to re-initiate committee chair monthly meetings, where all EVC committee chairs meet to discuss important issues on a monthly basis.

5). **Program Review**

- Brad reviewed with the committee how the PDDay Program Review workshop went. The event was well attended and a great deal of progress was made. Many questions were answered and one Program Review was completed at the workshop.

- Mentors were assigned for 2018/19 cycle and LATE PR cycle; due dates were reviewed as well.

- Brad proposed sending out a survey to PR authors during the process (Oct / Nov) rather than only at the end of the process (April). The committee agreed, with Dean Apen suggesting that a survey also be administered during the draft re-write cycle (Jan/Feb).

- The committee voted to accept the Late Auto mini program review.

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6). Brad stated his proposed **Goals** for the IEC 2018/19 academic year and reviewed the committee charge.

The committee supported all of the proposed goals.

7). The meeting was adjourned at 1:30 PM.

Present: Song-Ho Tran, Vicki Brewster, Cam Martin, Hazel De Ausen, Nasreen Rahim, Pat Braun, Josh Di Chiacchio, Patricia Perkins, Fahmida Fakhruddin, Ben Gonzales, Antoinette Herrera, Sean Abel, Brad Carothers

Minutes for October 1 meeting:

1). Minutes from Sept 17 meeting were approved.

2). The committee welcomed our newest member, Fahmida Fakhruddin (assigned by Faculty Senate to represent L/Arts)

3). The committee formally congratulated VP Gonzales on being named official VP of Instruction for EVC.

4). **Strategic Planning**
- Brad stated that VP Gonzales is still working on a summary of input from the EVC community collected at Fall 2018 PDDay.

5). Accreditation
- Brad discussed the chart created to explain each step in EVCs Resource Allocation to fund Program Review requests. The draft plan has been approved by Dean Apen, Faculty Senate President Pratt and Budget Committee Chair Canoy. The draft will now be sent to all three VPs and President Aytch for feedback.

6). **Program Review**
- Brad reviewed with the committee a proposed process to deal with late program reviews. Dean Abel, Ben and Vicki asserted that deans should be notified the next day when a PR is not submitted by the established deadline (Nov 30 for the current cycle). VPs and deans should be copied in all emails sent to PR authors when the Program Review is one year late. At issue is clogging up the already crowded PR cycle with late program reviews. The hope is to inspire PR authors to submit the work on time.
- A draft of the new Mini Update Program Review was presented to the committee. There was a great deal of discussion. Dean Abel was concerned that the new draft has strayed from the original intent, where the mini update would be a one page, quickly completed form used to assist when one works on their comprehensive program review. Dean Abel also stated concern as to how a longer mini update would be handled by IEC's mentors and second readers. Brad stated that when the number of PRs in a cycle total over 25 IEC may only have the mentor providing feedback. Pat Braun and Nasreen Rahim voiced approval for the two page draft, stating they both felt the form was not arduous. Dean Herrera voiced concern about how questions dealing with resource allocation were phrased. The committee discussed at length how to resolve issues with questions on the draft dealing with resource allocation. Patricia Perkins suggested a re-phrasing of the final question dealing with allocation of funds that pleased the committee. Brad stated he would create a new draft based on comments from the committee, and present the work at the Oct 15 IEC meeting. The committee was reminded that next year, CNA will be the first area to complete the new mini update, the following year close to 20 programs will complete the new form. The hope is to create the best form possible, but seek advice from CNA next year as they work with the new mini update Program Review template.

7). The meeting was adjourned at 1:40 PM.

EVC IEC

Present: Song-Ho Tran, Hazel De Ausen, Nasreen Rahim, Pat Braun, Patricia Perkins, Fahmida Fakhruddin, Sean Abel, Brad Carothers, Lynette Apen, Mark Gonzales

Minutes for October 15 meeting:

1). Minutes from October 1 meeting were approved.

2). The committee formally re-congratulated VP Gonzales on being named official VP of Instruction for EVC.

3). Brad announced that a search committee has been formed for the Dean of Accreditation and Research position at EVC.

4). **Strategic Planning**

- VP Gonzales provided the committee with handouts on Strategic Priority #4 (EVC will enhance its external institutional effectiveness in the San Jose Community and South Bay Region).

  - The handout included 5 activities (with Key Performance Indicators, KPI) for for objective 4.1 (EVC will increase mutually beneficial activities in the San Jose Community and South Bay Region).

  - The handout included 1 activity (With KPI) for objective 4.2 (Host various events on the campus by community groups that are selected as part of the marketing efforts).

  - The handout included 1 activity (with KPI) for objective 4.3 (Increase the portion of CTE program graduates who find work in their field of study).

  - The handout included 2 activities (with KPIs) for objective 4.4 (Establish structure and timeline for measuring external college impact.

- The committee thanked VP Gonzales for his work in documenting key components of Strategic Priority #4.

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5). Accreditation

- Brad recognized work submitted by Hazel De Ausen related to revising EVCs Institutional Set Standard.

- Dean Apen noted that based on the results it is possible EVC should increase to 65% from the current standard, and that further discussion is warranted on this issue as well as the Vision For Success floor and goal metrics for the college.

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6). **Program Review (PR)**

- Brad noted that a revised mini update PR template had been sent to all IEC members to review, based on feedback provided at the Oct 1 IEC meeting. Brad asked for members to review the current draft and provide feedback via email; and that he would bring a final draft to the committee at the November 5 meeting. (Dean Abel voiced his approval of the draft presented at the Oct 15 meeting).

- Dean Apen stated that the two administrative areas conducting Program Reviews for the first time, and creating AUOs for the first time, may be delayed in submitted their Program Reviews. (Dean Apen is the mentor for these program reviews).

- Brad mentioned that he would send out a survey to all PR authors about the current template before the November 5 IEC meeting; and that he would be sending out weekly email reminders to all PR authors (in the hope all PRs are submitted by the Nov 30 deadline).

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7). The meeting was adjourned at 12:50 PM so members could attend a presentation by a candidate for Chancellor of the district.

EVC IEC

Evergreen Valley College

Present: Vicki Brewster, Nasreen Rahim, Pat Braun, Josh Di Chiacchio, Patricia Perkins, Fahmida Fakhruddin, Ben Gonzalez, Lynette Apen, Mark Gonzales, Adela Swinson, Antoinette Herrera, Sean Abel, Brad Carothers

Minutes for November 5 meeting:

1). Minutes from Oct 15 meeting were approved.

2). During public comment Ben Gonzalez asked the committee to consider supporting a proposal to alter the current faculty lounge into hygiene pantry with funds coming from ASG.

3). **Strategic Planning**

- VP Gonzales gave an update to the committee, informing us he met with consultant Fred Trapp last week to review the Strategic Planning Summary document presented to IEC on Oct 15. The document was given to Mr. Trapp who will review the work, then align the summary to the district philosophy as well as the State Chancellor's goals. VP Gonzales reminded the committee that any recommendations from Mr. Trapp will not force the college to re-work the current working model of EVC's strategic plan. Mr. Trapp will present his work to the college by late November. Nasreen asked if there was a discussion on non-credit courses during the session with Mr. Trapp. VP Gonzales reminded the committee that non-credit courses was not brought up as a concern by faculty and staff at the PPDay breakouts held in late August. Mark also mentioned that Karla Reyas has been hired to work on non-credit course offerings at the college.

5). Accreditation

- Dean Apen reminded the committee that with the State Chancellor's initiative the college should review our institutional set standards. Information on the initiative may not be available until the Spring 2019 semester. This item will be reviewed by the committee at that time.

6). **Program Review**

- Brad provided an update on Program Reviews. Nursing and ENLACE have submitted early drafts to their mentors.

- VP Swinson suggested that for the next cycle of program reviews the following procedure should be considered:

  - Either late Spring or Early Fall the PR author with their immediate supervisor, IEC chair, and if possible assigned mentor will meet. Firm deadlines will be given to complete specific work on the PR template. For example the team would agree that 3 PR questions must be answered in two weeks; all would meet again two weeks later to review progress. Brad stated he would create a chart for this proposal and present it to IEC at the next meeting

7). Data Coaches

- VP Gonzales stated that the issue of data coaches was more complicated than anticipated due issues related to granting access to data. Mark said that a review of what access to allow data coaches and how to go about granting specific access to data coaches needs to be mapped out. The issue will be addressed and IEC will be given a summary of progress on the project at a future meeting. VP Swinson and Dean Apen mentioned that training will be an important aspect of this project. Nasreen stated that CRM Advise might work well with this project.

8). The meeting was adjourned at 1:15 PM.

EVC IEC

Evergreen Valley College

<u>Present</u>: Nasreen Rahim, Pat Braun, Patricia Perkins, Fahmida Fakhruddin, Ben Gonzalez, Hazel De Ausen
Lynette Apen, Mark Gonzales, Antoinette Herrera, Sean Abel, Brad Carothers

Minutes for November 19 meeting:

1). Minutes from Nov 5 meeting were approved, with a correction needed noted by Pat Braun.

2). During public comment Ben Gonzalez informed the committee he obtained 474 student signatures and 93 EVC employee signatures in support of converting the current faculty lounge in Gullo into a Student hygiene pantry.

3). Strategic Planning

- VP Gonzales gave an update to the committee, informing us that graphic designers and editors are working on a document of EVCs new Strategic Plan. The work also includes contributions from consultant Fred Trapp and should be completed by the end of November.

4). Accreditation

- Brad updated the committee on progress of the flowchart for resource allocation funding program review requests. Brad stated that the Academic Senate would be voting on the chart as an action item at the Senate's November 20 meeting (Brad is also a member of the academic senate);Brad also mentioned that the Senate was leaning toward a percent of EVC's overall budget as a basis for funding program review requests. Brad informed IEC that he mentioned the desire of the Senate in an email he sent to College Council on November 7.

- Dean Apen expressed concern with a firm percentage as the basis for funding as coming to an agreement on this percent at College Council could be problematic and delay approval of a final draft. Lynette felt at this point the process should be viewed as a pilot run and thus there would be no need for a firm funding amount.

- Dean Herrera asked Dean Apen her opinion on if the Senate demand a certain percentage, if College Council would approve the flowchart. Lynette stressed that in her opinion this demand could delay progress. VP Gonzales mentioned that is is important for all parties (in reference to the Academic Senate) to express their opinion so that all are felt heard.

- The committee agreed that the college must have a process in place to fund program review requests as this issue was noted by the accreditation team during their 2016 visit to the campus. Nasreen stated that when discussing this issue with the Senate the focus should be on the importance of finally having a process in place rather than agreeing upon a certain percentage of EVC's overall budget to fund program review requests.

5). Recognition and Appreciation

- Brad stated his appreciation for Hazel's excellent work in providing data for all program reviews in the current cycle. Brad also discussed Nasreen's presentation to her Distance Education committee, where three questions of her program review were discussed at length. Brad stated that the communication that took place during the meeting is at the heart of program review. Data was looked at and concerns of improving student performance was discussed among all distance education committee members. This is an example of best practices as every program review should lead to a discussion of how to improve the work at EVC to better support student success.

6). **Program Review**
- Fahmida brought to the committees attention the fact that on occasion Program Reviews are completed by authors who do not have an FSA in the area related to the program review. This occurs when no full time person is employed by the college in the area. Mark noted that often there actually are full time faculty with an FSA in the area, who for an unknown reason, do not step forward to write the program review.
- Mark stated that IEC should adopt a policy in hierarchical order as to who is asked to complete a program review.
    - #1 would be a full time person who currently teaches in the area;
    - #2 would be a adjunct with an FSA in the area;
    - #3 would be a full time person with FSA in the area.

    - VP Gonzales stated that if for some reason no one at EVC satisfies any of the four listed criteria, it is possible the program is no longer relevant for our students. The committee agreed that the integrity of the program review process is at stake if a complete outsider is attempting to author a program review for an area the author knows nothing about. Lynette agreed that the college should no longer accept "*I do not want to work on the program review*" from any person who meets one of the four criteria stated by VP Gonzales.
- Brad assigned second readers to all program reviews and reminded the committee of all deadlines connected with the current cycle of Program Reviews.

7). The committee tabled the discussion on Early Steps for program review as it was agreed the new hierarchy described by VP Gonzales should be part of that process. Brad stated he would update the handout on early steps of program review so that the committee could visit the issue at the December 3 IEC meeting.

8). The meeting was adjourned at 1:15 PM.

Evergreen Valley College

Present: Lynette Apen, Hazel De Ausen , Pat Braun, Vicki Brewster, Brad Carothers, Josh Di Chiacchio, Fahmida Fakhruddin, Mark Gonzales, Ben Gonzalez, Antoinette Herrera, Nasreen Rahim
    Guest: Lana Strickland

Minutes for December 3 meeting:

1). Minutes from Nov 19 meeting were approved, with a correction needed noted by Dean Apen.

2). Special Guest Lana Strickland was welcomed.

3). Strategic Planning

- VP Gonzales gave an update to the committee on progress with EVC's updated Strategic Plan. A draft of a comprehensive document which will be presented to College Council at their December 10 meeting was passed out. Mark noted that many individuals contributed to the document he presented, and that another document will be created based on input received during the August PPday.

4). Accreditation

- Brad updated the committee on progress of the flowchart for resource allocation funding program review requests. Brad stated that the Academic Senate voted to have the following wording included on the flowchart, "Funds are based on an agreed upon percentage of EVC's overall budget". Brad stated that per a conversation with Academic Senate President Pratt, the flowchart was an information item at the Nov 26 College Council meeting and that no opposition to the wording was stated during the Nov 26 meeting. The Flowchart should be an action item at the next College Council meeting. Brad noted that at this point the chart is in the hands of College Council and the hope is a procedure is in place for the current cycle of program reviews.

- Hazel presented to the committee a few issues related to Student Success Metrics (Hazel also provided the committee with handouts on the matter). Issues mentioned included the fact that the college now has a number of courses starting after the usual semester start date (late start courses) which will now need to be included in the data sets. Hazel also noted that with a due date of May 2019 for EVCs institutional set goals to be submitted to the state (and the because these numbers need to be approved by the Academic Senate as well as the Board of Trustees) it is important that the college keep in mind how long the process could take, thus it is imperative EVC work on this number early Spring 2019.

- Hazel also noted that the Scorecard Data set may no longer be tracked (and information needed to compute an institutional set standard is included in the scorecard) there may be issues with the accreditation process. In fact at the February 2019 Board meeting the district will present our final scorecard. Dean Apen voiced concern about any issue that would prevent the college from establishing institutional set standards as this is an important part of the accreditation process.

5). Recognition and Appreciation

- Brad stated his appreciation for Fahmida's excellent work on the Business medical office program review, as no other faculty in the area was able to complete the work on this important program review; and again noted the excellent work of Hazel in quickly providing data for program review work up through the November 30 deadline.

6). Program Review

- Brad updated the committee on Program Reviews submitted on time (Nov 30 was the deadline for a complete draft). He reminded the committee of the deadlines for mentors and second readers.

- Brad reviewed, as information, a draft of the updated Swinson/Gonzales Early Steps was given to the committee. The process will be discussed during the Spring 2019 semester and implemented with the next Program Review cycle.

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7). VP Gonzales briefed the committee on progress with the Data Coaches program. At first the coaches will be used to support ESL, Language Arts and Math. By Fall 2019 the goal is to have the program up and running smoothly. Mark noted that three tracks (based on GPA: High, Medium, Low) will need data collection. The program is a pilot program, with assigned coaches receiving 20% reassigned time. VP Gonzales stated that only people with particular data skills will be eligible to apply as a data coach. This program will be vital for the success of 705 at our college.

8).   The meeting was adjourned at 1:15 PM.

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Present: Hazel De Ausen, Pat Braun, Vicki Brewster, Brad Carothers, Arunima Datta, Fahmida Fakhruddin, Ben Gonzalez, Antoinette Herrera, Patricia Perkins, Nasreen Rahim, Lana Strickland, Adela Swinson
    Guest: Melody Barta

Minutes for February 4 meeting:

1). Minutes from the December 3 IEC meeting were approved.

2). Special Guest Melody Barta was welcomed.

3). New members Arunima Datta and Lana Strickland were welcomed.

4). Under public comment Ben Gonzalez informed the committee of the progress with the food and clothing pantry, the committee expressed gratitude for all the work Mr. Gonzalez and all of ASG towards this important development both for the students of EVC and the greater community.

5). Strategic Planning

- Deferred

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6). Accreditation / Data coaches

- Hazel updated the committee on work related to the Vision for Success, noting that the college needs to establish new five year goals. She reminded the committee of the timeline to complete the project as the hope is to have the work to the board by May 8, with all required signatures in place by May 31. VP Swinson suggested creating a timeline working backwards from May 8 to insure the process is complete (in regards to needed approve from shared government committees such as the Academic Senate). Hazel stated that materials have been submitted to the Academic Senate as an information item for their Feb 5 meeting. Dean Herrera reminded the committee that completing these documents earlier rather than sooner is always a good practice. Hazel also suggested the college create a more realistic standard of success than the current level.

- Hazel reminded the committee that in terms of data coaches, access to CROA for faculty who will be coaches is still an issue, as currently only counselors can access this information and anyone who is slated to be a data coach would need access.

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7). Program Review

- Brad reviewed with the committee progress on the current 2018/19 Program Review cycle. Reminding all mentors and second readers of the timeline for their feedback. Brad stated that the following Program Reviews were excellent and should be moved forward: Administrative Justice, Honors, Nursing, BIS (medical assistant), and Distance Education. It was noted by Brad that the ENLACE program review was perfect, and Dean Herrera as second reader agreed. Her official feedback would be submitted by the deadline, and it is expected at that time ENLACE program review will be approved by IEC. Official IEC approval will not take place until the March 18 meeting for all Program Reviews to be moved forward. After the March 18 IEC meeting, all approved Program Reviews will be forwarded to College Council for final approval.

- The Swinson Early Steps for program review process was discussed. Dean Herrera and VP Swinson agreed that earlier involvement of both supervisors and PR contact folks is vital to the success of Program Review completion. Melody suggested personal invitations to each contact person to attend a Fall PDDay workshop on the new PR process as well as addressing any concerns would be beneficial. Brad stated he would contact Ambica requesting an IEC Program Review workshop for Fall PDDay. Patricia Perkins suggested the earlier we begin to communicate with the college about the new Early Step process, then we can address any questions or confusion, from faculty, staff and supervisors. Lana asked about how the primary author and contact people are selected and after discussion it was apparent each division and area has a different process. Dean Herrera gave an example of how Biology completed their Program Review with one main contact person, but that every member of Biology contributed to the Program Review. The committee agreed this was an example of program review best practice. Ben suggested that if personal invitations are going to be sent out to program review contact people, that every person in the department or area slated to complete program

review should be invited to the PDDay workshop — even if they will not contribute to the document. He noted this would be an opportunity to educate the campus on the process of program review and help decrease the anxiety that exists over the program review process. With exposure and education eventually folks will see the process is not as daunting as is rumored.

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8). **Transition**

- Brad noted that a new dean of IE will be in place (pending board approval) as of Feb 13. Dean Honda, pending board approval, would become the new Dean of IE on February 13. Part of her duty will be to oversee IEC.

- Brad also noted that he will be transitioning (per board approval) to the new dean of SSHAPE on Feb 13 (pending board approval). Because of this transition a new IEC Chair needed to be selected. It was announced that Fahmida has graciously agreed to take on the role. The committee welcomed her, and Brad stated he has no doubt that Fahmida will be successful in her new role.

9). The meeting was adjourned at 1:22 PM.

Next meeting is March 4.

Present: Hazel De Ausen, Melody Barta, Pat Braun, Vicki Brewster, Brad Carothers, Arunima Datta, Fahmida Fakhruddin, Ben Gonzalez, Jacque Honda, Patricia Perkins, Song-Ho Tran, Adela Swinson

IEC Minutes of March 4th, 2019

Fahmida began the meeting at 12:30. Brad thanked Fahmida for taking over as Chair.

1. Dean Honda and Professor Barta were welcomed.

2. **Review of Minutes**: February 4th meeting notes were approved.

3. **Strategic Planning**: VP Gonzales wasn't attending, so Brad gave an update on the Strategic Plan. The Faculty Senate has some concerns, so the plan was pulled to address those concerns. The Plan will go to the Senate first as a discussion item, and then as an action item.

4. **Vision For Success**-Information Item: We have to set metrics for the Chancellor's Office Vision for Success, which is due the end of May. The metrics were shared with the committee. The SJECCD as a whole has agreed to meet the Chancellor's objectives, which were presented. The committee felt the college could meet the goals and should keep them as is.

5. **Accreditation-Data Disaggregation:** Although the previous accreditation criteria included disaggregating data, there hasn't been a uniform way to present data for certain groups (where the sample size, n is too small to report the differences). We can disaggregate the data in ways that are meaningful to us. So, we will look at different outcomes in face-to-face vs. online instruction, hybrid vs. online instruction, intersession vs. full session semesters, and day vs. evening students. These are all acceptable means of disaggregation for the purposes of accreditation.

6. **Transparency of Resource:** Brad addressed the Resource Allocation Model. He is currently working with VP Alexandra and the Academic Senate leadership to determine a preset budget so that money will always be allocated to Program Review. This will be in effect for the new cycle (2019/20) that begins this April-May.

7. **2018/19 Program Reviews**:

- Fahmida reported on Programs that will be forwarded to College Council. She recommends Assessment is also forwarded. VP Swinson reported that Financial Aid will finish their review by March 15th.

- Three Program Reviews (CADD, BIM, and Entrepreneurship) are late and will not be forwarded.

- Since the Administrative Services Review are new, the IEC Chair, Fahmida; Dean of Research, Jacque, and former IEC Chair, Brad, will meet with each area to go over the template and help with next steps or any revisions, if needed.

8. Benjamin Gonzales, ASG Secretary provided updated results of the associated student government's survey on support for LGBT students and on campus safety. Data is still being collected. Ben also reported that the clothes pantry will be up and running any day.

9. The Meeting was adjourned at 1:05 PM.

Next Meeting: March 18, 2019.

IEC EVC

March 18, 2019
12:30-2:00 PM
SA 296

Present: Hazel De Ausen, Melody Barta, Brad Carothers, Arunima Datta, Fahmida Fakhruddin, Ben Gonzalez, Jacque Honda, Patricia Perkins, Nasreen Rahim, Lana Strickland, Song-Ho Tran, Antoinette Herrera

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IEC Minutes of March 18ᵗʰ, 2019

Fahmida began the meeting at 12:35 pm.

1. No Public Comments

2. **Review of Minutes**: March 4ᵗʰ meeting minutes were approved.

3. **2018/19 Program Reviews**:
- IEC unanimously approved Program Reviews for Administrative Justice, ASSESSMENT, Distance Education, ENLACE, Honors, Medical Assistant Front Office, Nursing, and Auto Mini.
- Brad added that these Program Reviews will move to College Council for a final approval.
- The following authors of Program Reviews spoke to IEC about their program, accomplishments , and future goals:
    - o Nasreen Rahim talked about the Distance Education Program
    - o Elaine Ortiz-Kristich talked about the ENLACE Program
    - o Song-Ho Tran talked about the ASSESSMENT Program
- Brad shared his wonderful experience about ASSESSMENT, Distance Education, and ENLACE Program Reviews with all.
- Fahmida reported that AFFIRM, CADD, and Financial Aid did not submit updated Program Reviews by our established March 15ᵗʰ deadline. These Program Reviews will be late along with ASPIRE, BIM, and Entrepreneurship. The committee agreed that Fahmida will contact monthly, copy their supervisors and get a delivery date.
- **Accessibility**: Fahmida posed the question about accessibility of the approved program reviews. Technically the Program Reviews should be accessible and comply with the 508 regulations. We will work with Nasreen and Shashi to teach us how to create accessible documents to post.
- **Feedback Survey**- Committee agreed on using the updated version of Feedback Survey questions for 2018-19 Program Reviews. We will pilot the new survey this go round and create a new more robust survey with a check off list for the next round. The survey will become part of the Program Review requirements.

4. **Accreditation:** Dean Honda gave us an update of the Annual Report. The report is due at the beginning of April. The internal data is done but we don't have the institutional set standard for degrees yet- we are working on this.
5. **Strategic Planning**: VP Gonzales was not able to attend the meeting, so Dean Honda gave an update on the Strategic Plan. The Plan will be presented at a future Academic Senate meeting for approval.
6. **Participatory Governance Survey:** Fahmida thanked the committee members for completing the survey. We received excellent responses from IEC.

- Patricia Perkins mentioned that we should look at different outcomes in regular start vs. late start instruction along with face-to-face vs. online instruction, hybrid vs. online instruction, intersession vs. full session semesters, and day vs. evening students as acceptable means of data disaggregation for accreditation.

- Lana Strickland asked the question whether adjunct faculty would be compensated for completing the program reviews.

- A question was asked to what happens to programs that do not complete their program reviews. They get put on next year's cycle which increases the number of program reviews for next academic year.

The Meeting was adjourned at 1:54 PM.
 Next Meeting: April 1, 2019

Present: Hazel De Ausen, Melody Barta, Pat Braun, Brad Carothers, Fahmida Fakhruddin, Jacque Honda, Patricia Perkins, Lana Strickland, Song-Ho Tran

IEC Minutes of May 6th, 2019

Fahmida began the meeting at 12:37 pm.

1. **Public comment** (limited to only three minutes) Dr. Fakhruddin was congratulated on being awarded Adjunct Faculty member of the year. IEC recommends comprehensive program review on a 4 year schedule and mini reviews on a 2 year schedule for academic programs, and a 3 year cycle for student services programs. Changing the meeting time for next year was suggested since the committee meets when many faculty teach and many faculty can't attend regularly. This will be considered.
2. **Review of minutes from April 1st meeting** – Minutes were approved.
3. **Review updated templates for comprehensive and mini program review**-templates were reviewed and approved.
4. **Review Template for Resource Allocation**-template was approved.
5. **Plan on making Program Review documents 508 compliance**-It was suggested to find someone willing to make the program review documents compliant and to determine an estimate of how much time is needed this summer to accomplish this task. Future ways of making PR 508 compliant were discussed, including using Curricunet, which is 508 compliant.
6. **Complete the Committee Self-Evaluation Repor**t-the committee completed this collaboratively.
7. **2018-19 Program Review Survey results**-Results were shared with the committee.

The Meeting was adjourned at 1:55 PM.

Next meeting: September 9, 2019