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**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
FEBRUARY 3, 2020
SA 296
2:00 PM – 3:30 PM

**Present:** Lynette Apen, Vicki Brewster, Bob Brown, Brad Carothers, Fahmida Fakhruddin, VP Gonzales, Antoinette Herrera, Eric Narveson, Patricia Perkins, Guy Ras, VP Swinson

**Absent**: Hazel De Ausen, Pat Braun, Charles Chau, Andrew Nguyen, Jacque Nguyen, Song-Ho Tran

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# IEC Minutes for February 3rd Meeting

Fahmida began the meeting at 2:07 pm.

**ADOPTION OF AGENDA:** Agenda was approved.

**PUBLIC COMMENTS:** VP Gonzales commented that Dean Apen was our new Accreditation Liaison Officer and lead for accreditation. She would be attending the meetings at the capacity of gathering evidence only.

**APPROVAL OF MINUTES:** Minutes from the December 2nd meeting were approved.

**INFORMATION/DISCUSSION ITEMS**

Accreditation
- Update on Midterm Report-The the midterm report had been open to the entire campus for feedback on January 17 and suggestion were due by Feb7th. The final document was due in October 2020 and we would receive feedback from accreditation in Feb of 2021.
- Update on Resource Allocation for Program Review Procedure – Fahmida notified that IEC worked with VP Alexander to align program review cycle with the actual budget allocation cycle so that programs that requested resources through program review for 2019/20 cycle would not need to wait for almost a year to receive their funding. Dean Herrera asked the question whether we would be able to implement it in 2020/21 cycle since each college would implement their own RAM. Fahmida said the new resource allocation model would be used up until the RAM model was implemented.

Program Review
- Update from mentors and Fahmida-Fahmida reviewed with the committee progress on the current 2019/20 Program Review cycle. Dean Carothers stated

that A&R program review was excellent, but Outreach needed some work done. Professor Brown stated that program reviews for ASPIRE and ESL were quite good. Professor Narveson as a second reader agreed with Professor Bob on ASPIRE program review. Dean Herrera commented that AFFIRM made tremendous improvement on their program review.

- Update on Administrative PRs-Fahmida reported the submission of two administrative program reviews (one for Campus Technical Support and Services and another for Business Services). Administrative unit outcomes and program review were written into our 2016 accreditation self- study work plans, so we had to report progress. There was a discussion about how to assess the administrative program review. Dean Apen suggested that we should investigate three things in administrative program review- 1. What were the department's goals, 2. How the goals were being assessed, and 3. How could we make improvements? She also suggested Fahmida to create a feedback rubric and send comments in the next one /two weeks.

- Review feedback timeline-Fahmida reviewed with the committee the program review timeline and reminded deadlines for 2019/20 program review cycle.
- Professor Narveson commented that some faculty felt that they were being graded because of the point system in program review feedback rubric. He also added that this was the reason for faculty resisting on having a mini program review every three years. Dean Herrera suggested of using 'level of completion'. Dean Carothers pointed out that without point system how would the PR authors know how they did in their program review and how much they need to improve.
- Vicki Brewster suggested to add '2- year timeline for scheduled course outline revision' for CTE program on the program review template. She also informed that she would be working on her feedback for Paralegal program review tonight.

Meeting was adjourned at 2:50.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
DECEMBER 2, 2019
SA 296
2:00 PM – 3:30 PM

**Present:** Pat Braun, Bob Brown, Charles Chau, Fahmida Fakhruddin, VP Gonzales, Antoinette Herrera, Eric Narveson, Patricia Perkins, Guy Ras

**Absent**: Hazel De Ausen, Vicki Brewster, Brad Carothers, Jacque Honda, Andrew Nguyen, Jacque Nguyen, Song-Ho Tran

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# IEC Minutes of December 2nd, 2019

Fahmida began the meeting at 2:00 pm.

**ADOPTION OF AGENDA:** Professor Narveson moved to approve, Professor Ras seconded, everybody approved.

**PUBLIC COMMENTS:** There was no public comment.

**APPROVAL OF MINUTES:** Committee unanimously approved the November 18th meeting minutes.

**INFORMATION/DISCUSSION ITEMS**
1. Strategic Planning
   - Update on Integrated Planning Manual: VP Gonzales informed that it would go as an action item on the next College Council Meeting.
2. Program Review
   - Updates from Mentors and Fahmida
   - Review feedback timeline: Fahmida went over the deadline for PR feedback timeline
   - Update on mini Program Review every 3 years: Fahmida
3. Data Coaches (to share data campus wide related to guided pathways metrics)
   - Update: Fahmida informed that currently, there are three data coaches: Sherryanne Lim (English), Emily Banh (ESL) and Revathi Sundaresan (Math). This semester they have been trained in topics such as analyzing data, accessing data in CROA, and presenting data. Hazel would to continue working with them in spring 2020 to analyze the fall 2019 outcomes in AB 705 courses.

**ADJOURNMENT**
Meeting was adjourned at 2:40.

**EVERGREEN VALLEY COLLEGE**
**I E C**
MINUTES
NOVEMBER 18, 2019
SA 296
2:00 PM – 3:30 PM

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**Present:** Hazel De Ausen, Pat Braun, Vicki Brewster, Bob Brown, Charles Chau, Fahmida Fakhruddin, VP Gonzales, Jacque Honda, Antoinette Herrera, Eric Narveson, Andrew Nguyen, Patricia Perkins, Guy Ras, VP Swinson

**Absent**: Brad Carothers, Jacque Nguyen, Song-Ho Tran

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# IEC Minutes of November 18th, 2019

Fahmida began the meeting at 2:00 pm.

**ADOPTION OF AGENDA:** Professor Narveson moved to approve, Professor Ras seconded, approved by everyone.

**PUBLIC COMMENTS:** Professor Brown informed that for allocating Discretionary funds from Budget Committee, IEC chair and IE Dean need to be meeting with Budget chair; VP Gonzales commented that Jovita, Laura and Vicki contributed to an award for the top 17 CCC's with the most ADT's at an Award Ceremony in LA on November 14th. The campus will have a celebration in December to acknowledge the award.

**APPROVAL OF MINUTES:** November 4th meeting minutes moved to approve by Professor Narveson, Seconded by Professor Ras, approved by everyone.

**INFORMATION/DISCUSSION ITEMS**
1. Strategic Planning
> **Update on Integrated Planning Manual**- Dean Honda reported that it is approved by Senate, went to Classified Senate to include their charge and will go to College Council Monday, November 25th for approval.
2. Program Review
> **Update on Program Review on CurriQunet** –Fahmida met with Natalie and told her the changes needed. The questions need to be revised to align with the Comprehensive PR template. CuirriQunet should have rich text format so graphs can be added. Curriculum should reflect all courses that are active and in progress.

**Email reminders sent to authors / mentors** on 11/13; Fahmida will be sending next reminder on 11/21; The final reminder will be sent on 11/27. If they aren't received by 11/30, Fahmida will contact them.

**Assign Second Readers / review feedback timeline** –Eric asked to be a second reader on Veteran's, switched with Charles, who will be a second reader on Paralegal.

**Update on mini Program Review every 3 years** – Senate did not approve after discussion. It was requested to put on next agenda, but not on there. IEC will bring to the College Council with resolution from Professor Narveson: "Whereas Program Reviews occur every six-year, the IEC requests that the Mini-Review occurs at the midway point, every 3rd year, unless a department wishes to conduct a full Program review instead".  Dean Herrera voiced the rationale for doing a mini PR every 3 years- "reviewing a program every six years is not often enough to see changes in data, requesting resources, and assuring skills and competencies are met. A mini PR in every 3 years is needed to stay current as well as most of the other colleges are doing program review every ¾ years or annually.

**ADJOURNMENT:** Meeting was adjourned at 2:40.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
NOVEMBER 4, 2019
SA 296
2:00 PM – 3:30 PM

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**Present:** Pat Braun, Vicki Brewster, Bob Brown, Brad Carothers, Charles Chau, Fahmida Fakhruddin, Jacque Honda, Antoinette Herrera, Eric Narveson, Andrew Nguyen, Patricia Perkins, Guy Ras, VP Swinson, Song-Ho Tran

**Absent**: Hazel De Ausen, VP Gonzales, Jacque Nguyen

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# IEC Minutes of November 4th, 2019

Fahmida began the meeting at 2:05 pm.

**ADOPTION OF AGENDA:** Agenda was approved.

**PUBLIC COMMENTS:** No public comments.

**APPROVAL OF MINUTES:** October 21st meeting minutes were approved.

**INFORMATION/DISCUSSION ITEMS**
1. Accreditation
   - Update on Midterm Report – Fahmida informed the committee that the Midterm Report will be sent to the entire campus in early January of 2020.
2. Strategic Planning
   - Update on Integrated Planning Manual- Integrated Planning Manual is going as an action item to the Academic Senate November 5th Meeting.
3. Program Review
   - Survey and reminder have been sent to all PR authors- Fahmida notified that reminder email for November 30 deadline and PR survey have been sent to all PR authors on November 1st.
   - Program Review on CurriQunet- Fahmida walked through the steps of program review on CurriQunet. There was a lot of discussions about how the system can be tested. The committee agreed that the process needs to be seamless for the PR authors to use it. Dean Carothers suggested that we should ask one or two PR authors to test it on CurriQunet before everybody uses it. Professor Chau asked the question of whether PR authors can copy and paste graphs for their PR on CurriQunet.

Fahmida assured him that she would check it out.  Ms. Brewster raised the question about the types of files and limits of the attachment that can be added to the program review. She also pointed out that when PR authors do their program review, whether curriculum updates should include those are on review as well as those are already approved or only those are already approved. Fahmida would look into these.

- Update on Mini PR every three years – since for academic programs, Comprehensive Program Reviews are due every six years, IEC is recommending having a Mini PR in between-every three years. The rationale of having a mini every three years is that programs that need resources can request funds through the mini. Professor Narveson added that when Accreditation people come, we will have an updated program review ready for them rather than six-year old ones. This is going as an information item on the Academic Senate's November 5th Meeting.

**ADJOURNMENT:** Meeting adjourned at 2:57 pm.

**EVERGREEN VALLEY COLLEGE**
**I E C**
MEETING MINUTES
OCTOBER 21, 2019
SA 296
2:00 PM – 3:30 PM

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**Present:** Pat Braun, Brad Carothers, Charles Chau, Fahmida Fakhruddin, VP Gonzales, Antoinette Herrera, Eric Narveson, Andrew Nguyen, Patricia Perkins, Guy Ras, VP Swinson

**Absent**: Hazel De Ausen, Vicki Brewster, Bob Brown, Jacque Honda, Jacque Nguyen, Song-Ho Tran

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# IEC Minutes of October 21st, 2019

Fahmida began the meeting at 2:05 pm.

**ADOPTION OF AGENDA:** Agenda was approved.

**PUBLIC COMMENTS:** No public comments.

**APPROVAL OF MINUTES:** October 7th meeting minutes were approved.

**INFORMATION/DISCUSSION ITEMS**

1. Vision for Success Dashboard: Andrew Nguyen showed and explained EVC's vision for Success Dashboard. The dashboard will be public facing with the help of ITSS. EVC's annual Institutional set standards, actual figures, stretch goals can be seen at the dashboard. It can also be filtered by gender, race /ethnicity.
   The goals for Vision for Success are – Increase completion of awards, increase transfer to CSUs/UCs, decrease unit accumulation for AA/AS degrees, improve employment outcomes, and reduce equity gaps across all measures. These goals are closely aligned to the State Chancellor's goals.

2. Quick Revisit of Program Review Data: Andrew notified the changes in program review dataset. In the past, data were filtered on "Census Day" for headcount and seat count. Again, retention rate and success rate were filtered using "One Month After the End of the Term". Starting this year, all variables (headcount, seat count, retention rate, and success rate) were filtered using "One Month After the End of the Term". Program Review Data set also includes disaggregated data on course delivery method (online, face-to-face) because of the Accreditation requirement.

3. Additional Fund Allocating for Program Review: Fahmida informed the Committee that VP

Alexander gave an additional $25,000 to allocate for Program Review in addition to the $150,000. So, the total fund available for resource allocation is $175,000.

4. Program Review:
- Survey and reminder will be sent to all PR authors: Fahmida informed that the survey will be sent to all the PR authors by the end of October. She also added that she will start sending a reminder email to the authors regarding the due date of program review from November 1st.

- Comprehensive Program Review Feedback Rubric: Fahmida showed the comprehensive program review rubric. The mentor and second reader would be using this rubric to review all the comprehensive program reviews and giving their feedback.

- Mini Program Review Template was presented to the committee since we are proposing to have a mini program review every three years. There was a great deal of discussion-especially, Dean Herrera had a concern about how the resource allocation questions were phrased. The committee discussed at length how to resolve this issue on the template dealing with resource allocation. She also had question about One-time expenditure and Ongoing Budget Needs. VP Gonzales clarified that to her. Dean Herrera suggested to place 'One-time expenditure' on the top and place 'Ongoing Budget Needs' at the bottom in the Future Needs and Resource Allocation Request section of the template. All agreed and the committee unanimously approved the updated mini PR template.

- Professor Chau asked the question of how we measure own success for own program. Professor Narveson and VP Gonzales mentioned that success rates, completion rates, retention rates are being used to measure program success.

**ACTION ITEM**
Mini PR every three years: The Committee unanimously approved. This needs to be approved by the Academic Senate.

**ADJOURNMENT:** Meeting adjourned at 2:55 pm.

**Present:** Hazel De Ausen, Pat Braun, Bob Brown, Vicki Brewster, Brad Carothers, Charles Chau, Fahmida Fakhruddin, Antoinette Herrera, Jacque Honda, Eric Narveson, Andrew Nguyen, Guy Ras, VP Swinson, Song-Ho Tran

**Absent**: Patricia Perkins, Jacque Nguyen

# IEC Minutes of October 7th, 2019

Fahmida began the meeting at 2:00 pm.

Agenda approved by Dean Honda and seconded by Dean Carothers.

1. **Public Comments**: Dean Carothers welcomed Professor Brown and Professor Narveson to IEC.

2. **Review of Minutes**: September 16th meeting minutes were approved.

3. **Strategic Planning**
   - **Mission Statement**- Committee reviewed the mission statement again and discussed whether it should be aligned with District's Mission. Also, there was discussion about whether the mission should say something about AB 705 or not. But the team agreed not to say anything about AB 705 since it doesn't drive EVC's mission.
   - **Integrated Planning Manual**- Dean Herrera approved the manual and Dean Carothers seconded – all approved the Manual.

4. **Program Review**
   - **Mini PR every three years**- Fahmida proposed doing the mini program review every 3 years. Dean Herrera found this reasonable. Professor Narveson asked about the purpose of doing the mini review. Fahmida said that it is primarily for requesting resources or funds. She added that the mini review was also for valuating how the program is doing since the last comprehensive program review. Since all programs would not need funds or request for funds, Professor Narveson suggestion ways to amend the mini template and to emphasis on what are interested in looking at The Committee agreed to relook at the mini template. This will be an action item at the next meeting.
   Professor Narveson questioned whether data are provided for the mini program review or not. Fahmida assured him that data are provided for the mini review. As such, the faculty can use the data to highlight areas that need funding.
   - **Review how the PR Training Session went**-Fahmida reviewed with the committee how the PR Training sessions went. The sessions were well attended. Many questions were answered, and help was provided to PR authors for completing the PR template. Training was given to the PR authors on how to use CurriQunet to submit their program reviews since this year is the first

time, we will be using CurriQunet for program reviews. Fahmida added that this would save lots of confusion and time -all information needed for completing program reviews including SLO's, SLO assessments, curriculum update would be stored at one place. Dean Honda also added that old program reviews would be stored at CurriQunet- thus no need for looking into when the last program review was done or searching for lost program reviews.

- **All mentors and PR authors were sent updated feedback form-** Fahmida mentioned that she sent out updated feedback form to all PR authors and mentors. The Committee agreed that we should train on how to use the feedback rubric for reviewing the program review.
- **All deans were sent the PR cycle for next ten years and asked to review** – Fahmida noted that PR cycle for the next 10 years for each division had been sent to all deans to review. She also added that PR cycle for the next 10 years for all programs had been posted to IEC webpage.

Meeting adjourned at 2:38 pm.

**Present:** Hazel De Ausen, Pat Braun, Brad Carothers, Fahmida Fakhruddin, VP Gonzales, Antoinette Herrera, Jacque Honda, Andrew Nguyen

**Absent**: Charles Chau, Lorena Mata, Patricia Perkins, Nasreen Rahim, Song-Ho Tran, VP Swinson

# IEC Minutes of September 16th, 2019

Fahmida began the meeting at 12:35 pm.

1. **Public Comments**: Fahmida informed that the new ASG Secretary, Jacqueline Nguyen will be the student representative for 2019/20 academic year. Also, Guy Ras will represent SSHAPE at IEC. Fahmida thanked Dean Herrera for her suggestion of adding the name of the members who were absent in the Meeting Minutes. The Committee also welcomes Andrew Nguyen to IEC.

2. **Review of Minutes**: May 6th meeting minutes were approved.

3. **Change of Meeting Time:** The Committee approved to change the meeting time from 12:30 – 2 pm to 2-3:30 pm to encourage more participation of the faculty since many faculty teach up until 2 pm and can't attend the meeting regularly.

4. **Accreditation**
   - Discuss Summer Accreditation meetings- Dean Honda informed us that the Summer Accreditation meetings were successful, and they have collected most of the evidence work for the Midterm Report.
   - The Midterm Report is Due October 2020- but the first draft is being written this fall.

5. **Strategic Planning**
   - Mission Statement- A charge of accreditation is to review the Mission Statement periodically. The Committee discussed the Mission Statement and suggesting removing "basic skills education" and adding "non-credit and professional development". The Committee will further review in the next meeting.
   - Integrated Planning Manual- Committee members will examine the draft for the Integrated Planning Manual and give any suggestions, comments or edits. This will come back to the Committee for approval.

6**. Program Review**

- PR Training Sessions: Sep 23 12-1 pm, Sep 25 1-2 pm, and Sep 27 11:30 am- 12:30 pm in LE 214- PR training sessions are scheduled to help the PR author with their Program reviews especially with the data questions. Also, the training is crucial because starting this year we are going to use CurriQunet platform for program review.
- Assign mentors for 2019/20 cycle and late PR cycle- Committee agreed on the assigned mentor list for 2019/20 cycle and late PR cycle.

7. **Establish goals for the IEC 2019/20 academic year**- Committee approved the following goals for the 2019/20 academic year-
   i. Approve Program Reviews
   ii. Establish new process for Program Review in CurriQunet
   iii. Establish new software system and training for Program Review
   iv. Establish new Resource Allocation Process for Program Review
   v. Increase attendance at Committee meetings

Meeting adjourned at 1:25 pm.

*Next meeting: October 7, 2019.*

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**MARCH 2, 2020**
SA 296
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Pat Braun, Brad Carothers, Fahmida Fakhruddin, Antoinette Herrera, Patricia Perkins, Guy Ras, VP Swinson, Song-Ho Tran

**Absent**: Lynette Apen, Bob Brown, Vicki Brewster, Charles Chau, VP Gonzales, Eric Narveson, Andrew Nguyen, Jacque Nguyen

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# IEC Minutes for March 2nd Meeting

Fahmida began the meeting at 2:10 pm.

**PUBLIC COMMENTS:** VP Swinson commented that EVC would be placing hand sanitizing station in every classroom as a precautionary measure for Coronavirus. Researcher De Ausen commented that the Community College Survey of Student Engagement (CCSSE ) would be sent to the faculty by March 6th and the survey needed to be completed by April 24th.

**APPROVAL OF MINUTES:** We did not have a quorum. We will bring our Minutes from the February 3rd meeting in the next meeting.

**INFORMATION/DISCUSSION ITEMS**

Accreditation
- Update on Midterm Report-Fahmida informed that the midterm report was being edited to include campus feedback and some added content as the final document was due in October 2020. The document would come to us in late March, same time as to the Academic Senate and Classified Senate and it would go to the College Council in end of April or early May.

Strategic Planning -There was no update on strategic planning.

Program Review
- Updates on PR submitted (post feedback)- Fahmida reported that all the programs- A& R, ASPIRE, CAN mini, ESL, Financial Aid, and Outreach updated their program review based on the feedback provided by the mentor and second reader. She recommended these programs to be accepted by IEC and moved forward to the College Council. She also added that AFFIRM just

submitted their final draft and Entrepreneurship had not submitted their final draft yet.

- Update on Administrative PRs-Fahmida informed the committee that the feedback had been sent to the authors of the administrative program review and she was helping Kathy Tran (for Business Services), and Tina Nguyen (for Academic Services) in completing their program reviews.
  Dean Carothers commented that the administrative program review for Campus Technical Support and Services (CTSS) was excellent and recommended to be accepted by IEC and moved forward to the College Council.
- Update on Program Review in the CurriQunet- There was a discussion on how to update the data for program review in the CurriQunet. Dean Carothers stated that if CurriQunet would not function perfectly by April, we would be using our current process to do our program review for the next cycle.

Meeting was adjourned at 2:29.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**APRIL 6, 2020**
ZOOM MEETING
3:00 PM – 4:30 PM

**Present:** Lynette Apen, Hazel De Ausen, Bob Brown, Vicki Brewster, Brad Carothers, Fahmida Fakhruddin, Antoinette Herrera, Eric Narveson, Guy Ras

**Absent**: Pat Braun, VP Gonzales, Jacque Nguyen, Patricia Perkins, Song-Ho Tran, VP Swinson

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# IEC Minutes for April 6th Meeting

Fahmida began the meeting at 3:04 pm.

**PUBLIC COMMENTS:** There was no public comments.

**APPROVAL OF MINUTES:** February 3rd and March 2nd meeting minutes were approved.

**INFORMATION/DISCUSSION ITEMS**

Accreditation

- Update on Educational Master Plan-Dean Apen said that IEC needed to review the existing Educational Master Plan to assess our progress on achieving what was identified. The college would be engaging with a consultant to help develop an addendum to this existing plan, but IEC had to complete the assessment of our progress beforehand.
- Update on Midterm Report-Dean Apen informed that the midterm report was being edited to include campus feedback and some added content as the final document was due in October 2020. The document would go to the Academic Senate and Classified Senate and it would go to the College Council on April 27th as an information item and then as an action item in May.

Strategic Planning
- Update- Fahmida notified that EVC was currently updating activity1.1.1( Create & publish educational/career groupings for student pathway selection), activity 1.1.2 (Road maps for all degrees and certificates, including career and wage earning by degree level) and activity 2.2.2(Expand the subjects supported by net tutor-24/7 tutoring). EVC was currently finalizing the details to update and

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upgrade current Meta Majors (CAPs) web pages for activity1.1.1 and 1.1.2. For activity, 2.2.2, William Nguyen had expanded online tutoring support during this pandemic situation.

Program Review

- IEC unanimously approved Program Reviews of Administrative services, A & R, ASPIRE, Calworks, CNA mini, CTSS, Ethnic Studies, ESL, Financial Aid, Library, Outreach, and Veterans.
- Dean Herrera elegantly shared her experience about AFFIRM and the committee approved AFFIRM Program Review.
- Ms. Brewster shared her experience about Paralegal Program Review. Ms. Brewster did not feel comfortable to move forward it to the college council as some of the questions in the program review had not been addressed based on the provided feedback as well as the curriculum is not up to date.. So, IEC decided to move the Paralegal Program review to the next 2020-21 cycle.
- Entrepreneurship PR would be late and move to the next PR cycle since the SLO/PLOs, and curriculum were not up to date.
- Anthropology would be late from the 2019/20 cycle.
- Update on Administrative PRs-Fahmida updated that she had been working with Tina Nguyen for developing survey in completing administrative program reviews.
- Update on Resource Allocation through Program Review- Fahmida told the committee that the resource request list had been sent to the technology committee and Budget Committee on February 27th. Dean Herrera started a discussion on how to close the loop for the resource that programs receive through program review. The committee decided to revisit the issue in the next meeting.
- Results of PR Feedback Survey- Fahmida shared the results with the committee. The response rate for 2019/20 PR Feedback Survey was 53%. Most of the responses were positive. Two things came up from the survey. One was having more time for updating the PR draft and the other one was making the PR data set available in spring semester (in April/May) rather than in August.
- Dean Apen raised the question on how to make a repository for program review documents and the committee decided to discuss about it more in the next meeting.

Note: Due to the COVID-19 pandemic, Evergreen Valley College canceled the 2020 Student Engagement Survey (CCSSE). This is a national survey which focused on teaching, learning, and retention in community colleges.

Meeting was adjourned at 4:02.

**EVERGREEN VALLEY COLLEGE**
**I E C**
**MINUTES**
**APRIL 20, 2020**
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Pat Braun, Bob Brown, Vicki Brewster, Brad Carothers, Fahmida Fakhruddin, VP Gonzales, Antoinette Herrera, Eric Narveson, Guy Ras, VP Swinson

**Absent**: Lynette Apen, Jacque Nguyen, Patricia Perkins, Song-Ho Tran

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# IEC Minutes for April 20th Meeting

Fahmida began the meeting at 2:03 pm.

**PUBLIC COMMENTS:** There was no public comments.

**APPROVAL OF MINUTES:** April 6th meeting minutes were approved.

**INFORMATION/DISCUSSION ITEMS**

1. Plan on making a repository for Program Review documents:

Fahmida gave an update on the status of program review on CurriQunet. There was a great deal of discussion. Ms. Ausen asked whether there was a limit on the number of attachments that can be added to the program review. Professor Braun asked whether the documents be passed coded. Dean Herrera stated that she I would like to stick with curriqunet and have everything housed within curriculum. The committee agreed on creating a canvas page and use it as a repository for this year's program review up until the CurriQunet is ready to use for program review. There was a discussion also on how to make the program review documents 508 compliance. VP Gonzales said that there was fund available to pay somebody to make the PR templates 508 compliance. IEC decided to do this over the summer.

2. Plan on how to collect information on the use of funds received through Program Review :

Dean Herrera stated that she would like to propose that within first year, the department receiving the funds should be accountable to submit a follow up analysis or review on how the receiving funds items helped advance the program and strengthen their student success. The committee discussed at a great length on deciding whether IEC or the budget committee would be responsible for asking for the follow up report. The committee finally decided that it would be budget committee's responsibility to ask for an annual report. IEC would make a proposal to

the budget committee for asking for a follow up report.

3. Review Templates- The committee worked on updating comprehensive program review template.

Meeting was adjourned at 3:30 pm.

EVERGREEN VALLEY COLLEGE
I E C
MINUTES
MAY 4, 2020
ZOOM MEETING
2:00 PM – 3:30 PM

**Present:** Hazel De Ausen, Pat Braun, Bob Brown, , Brad Carothers, Fahmida Fakhruddin, VP Gonzales, Antoinette Herrera, Tejal Naik, Eric Narveson, Guy Ras

**Absent**: Lynette Apen, Vicki Brewster, Jacque Nguyen, Patricia Perkins, VP Swinson, Song-Ho Tran

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# IEC Minutes for May 4th Meeting

The meeting started at 2:15 pm.

**PUBLIC COMMENTS:** There was no public comments.

**APPROVAL OF MINUTES:** April 20th meeting minutes were approved.

**INFORMATION/DISCUSSION ITEMS**

### Accreditation

- Update on Midterm report-Fahmida notified that the midterm report went to the College Council on April 27th as an information item and it would go to the next College Council meeting as an action item. This report went to Academic Senate and Classified Senate as well.
- Educational Master Plan: Fahmida informed the committee that Dean Apen suggested to review the educational masterplan especially section 7 to assess our progress on achieving what was identified. The committee decided to revisit this in the fall under the guidance of new IE dean.

**Plan how to deal with the issues with program review on CurriQunet:** Fahmida reported that there was no limit on how many files that could be attached with the program review on CurriQunet. She suggested that there should be provision for updating the program review data and the templates on CurriQunet. The committee agreed. Dean Herrera suggested using CurriQunet as a repository for program review. Fahmida said that she would find out from Natalie whether it was doable or not. Professor Ras suggested an alternative for the repository of program review on CurriQunet - just moving the content onto a webpage that was accessible .

**Review Templates-** The committee worked on updating the current comprehensive program review and student services program review template and approved on changing some of the

questions.

**Where we are at assessing the ILOs? –** Dean Herrera raised the question whether we had a timeline or table that showed what  ILOs we were assessing every year. She suggested that IEC should make a plan that lays out a calendar of when the ILOs and which ILOs were going to be assessed, what data we were going to collect whether it was classrooms, faculty, or staff  data and how the data would be gathered. Dean Carothers agreed with her. Dr. Ausen shared Fall 2019 student survey data that captured the ILOs and suggested doing this kind of survey every year. The committee decided to work on this in the fall.

**Complete the Committee Self-Evaluation Report-** Committee  completed the self-evaluation report.

Meeting was adjourned at 3:56 pm.