



Institutional Effectiveness Committee
 August 19, 2013
 MB 212
 2:00

Present: Corey Marvin, Gale Lebsock, Jill Board, Vivian Baker, Laura Vasquez, John Mercer, Bill Locke, Heather Ostash, Tammy Kinnan, and Michael Carley.

Absent:

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:04 p.m.		
2. Approval of Minutes & Action Items From May 6, 2013	C. Marvin	<p>Action items: From May 6, 2013</p> <p><i>Action Item - Michael will talk with Lisa Fitzgerald to find out if the specific data needs would be possible. There is no expectation this will be completed by Fall 2013. Conversations need to take place, and if this could be completed by Fall 2014.</i></p> <p>Minutes from May 6, 2013 – approved as submitted</p>	X	
3. Approval of Agenda	C. Marvin	Approved as submitted		X
4. Review Charge	C. Marvin	<p>The Institutional Effectiveness Committee (IEC) is charged with providing oversight to the planning and assessment processes to develop and maintain sustainable continuous quality improvement.</p> <p>If the program review committee actually happens it will relieve this committee of some of the work it has done in the past with program review.</p>		X
5. Strategic Goals and Assessment Matrix	C. Marvin	The college’s five strategic goals were reviewed and discussed in connection with the strategic goals chart. It would be helpful to pull the goals and matrix into one document. Important thing to know is that strategic plan is different than years ago. More and more the SP is becoming centric to everything we are doing and will eventually will loop back to the Strategic Goals. More and more all of our planning documents are beginning to align themselves under the strategic plan and goals. We		X

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		<p>will talk about goals for this specific group and it will talk about how to join the strategic goals and matrix together. CTE programs are required to complete a 2-year Supplemental PR. The six year program review cycle has been reviewed a great deal. Our AUP's are completed annually, and to some degree fill the void for the six year PR cycle. Students come here to sign up for programs, not courses. The PR is no longer looking at the departments, rather looking at the program viability and sustainability. Do the sequence of courses work for the students? The alignment is not consistent across the board.</p> <p>PC is completing program review by division. Within the divisions they look at degrees and certificates. BC is in the midst of switching to completing the PR's much like Cerro Coso does.</p>		
<p>6. Student Success Plan a. New Cycle Flowchart</p>	<p>C. Marvin/M. Carley</p>	<p>The student success plan is directly connected to ATD. Wrote student success plan two years ago and was revised. All stakeholders gave input. At the time the plan was pretty big, but there was no measurement. The original plan was a stand on its own plan. The new plan should include the measures on how we are doing on student success in every area and institutional effectiveness overall. The strategies will change annually but not the goals. The student success plan will capture the strategies used year to year to ensure student success and whether or not the strategy worked. ATD will help us identify the strategies we will use that will be much more useful. It will help determine the 'why' not just 'what'. We have done a good job of addressing the obvious. IR has already done a ton of work in this area. This will also help with the student equity plan, which was a recommendation from the accreditation visit. ATD emphasizes a narrow and focused idea.</p> <p><u>DUE DATES:</u> Annual Unit Plans – October 15 Sections Plans – November 15 Division Plans – December 15 Student Success Plan –February 1 Resource Request Analyses – March 1 Budget – April 10</p>		<p>X</p>
<p>7. Finalize 2014-2015 AUP Template a. Rubric for budget priority ranking</p>	<p>C. Marvin</p>	<p>The new template was reviewed and discussed in detail. Items discussed were: connection to the mission and whether or not the department mission should be included, partnerships are now included, special initiatives for student engagements, and changing the term 'goals' to 'strategies', no additional changes. Goals written in</p>		

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		<p>October 2013 begins in August 2014, first update will be due March 15, 2015, and wrap-up October 1, 2015 (make it October 15 as part of the AUP process 'c'). Accountability for the things you said you were going to do. Missing pieces in the strategy setting area are timeline and responsible party.</p> <p>Rubric for budget priority ranking – in the past we have used 1, 2, 3 ranking system and this provides little information. The faculty chairs will need this information sooner rather than later to help facilitate the budget process. The prioritization process needs to be refined and have some meaning in the budget process.</p>		
8. College Report Card 2013	C. Marvin	The college planning report card was reviewed and discussed.		
9. Accreditation Follow-Up Report feedback	C. Marvin	The group fully reviewed recommendation 1, 2, and 3 of the follow-up report. The committee discussed the document at length and recommended consistency with the use of terms: goals, objectives, and strategies in all of the planning documents.		
10. Goals for 2013 – 2014	C. Marvin	Postponed until next meeting. Major goals is to bring assessment and evaluation together in a methodical manner – systematized.		
11. Review of Action Items	C. Marvin	No action items		
12. Future Agenda Items		Goals for 2013 – 2014		
13. Future Meeting Dates				
September 30, 2013 October 21, 2013 November 18, 2013 January 13, 2014 February 3, 2014 March 17, 2014 April 21, 2014 May 12, 2014				
14. Adjourn		5:02 p.m.		

Facilitator: Corey Marvin

Recorder: Tammy Kinnan

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