



Institutional Effectiveness Committee
 April 21, 2014
 MB 212
 1:00

Present: Laura Vasquez, Vivian Baker, Suzie Ama, Bill Locke, Gale Lebsock, Joshua Sine, Corey Marvin, Heather Ostash, and Tammy Kinnan.

Absent: Jill Board and Michael Carley

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	1:05 p.m.		
2. Approval of Minutes & Action Items From February 3, 2014, February 10, 2014, February 24, 2014, and March 17, 2014	C. Marvin	<p>Action items: From March 17, 2014</p> <p><i>Action Item – Action Item – The ACCJC Annual Report will be included in the same review cycle as the standards, mission, strategic plan, and will be included in the participatory hand book. Responsible party – Jill Board. Due Date – April 21, 2014.</i></p> <p>Minutes from February 3, 2014, February 10, 2014, February 24, 2014, and March 17, 2014 – approved as submitted</p> <p>Survey has been out for about two weeks and there are about 84 responses prior to the last email appeal. The survey went out to all employees. At the last District VP meeting BC show cased their version of the Thoyote and we will take a look at it. The Thoyote is a list of institutional measures that is basically a score card for the institution. We have four foundational measures. We currently have a working draft. It will go out next year for vetting. We will determine how we will track the progress. Bakersfield has theirs based on data horizontally rather than vertically. Our data is based on the goals of the college, so our data flows down to support those goals. BC has theirs up on their website with tabs and is now gathering feedback and providing dialogue opportunities.</p>		X
3. Approval of Agenda	C. Marvin	Approved as submitted		X
4. Review of Annual Assessment Reports and Survey	C. Marvin	Please review and score the assessment reports using the scoring sheet (Corey will send this out soon) prior to the May meeting. Please come prepared with your ratings	X	

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>and ability to defend your score. We will discuss this as a group.</p> <p><i>Action Item – Create the annual assessment report scoring sheet which includes the rubric and send to IEC committee members. Responsible Party – Corey Marvin Completion Date – April 25, 2014</i></p>		
5. Revision of College Council Self-Evaluation Survey	C. Marvin	<p>The rubric was developed last year and college council asked IEC to revise it. The paragraphs contain too much and need to be separated. The committee worked on breaking out the stakeholder information from the committee information. IEC created two separate sets of questions. The revised rubric will be submitted to College Council for review at their next meeting.</p> <p>In the future the participatory governance should be included in the planning survey as an additional set of questions.</p>		X
6. Annual Unit Plan Revision	C. Marvin	<p>There are no major changes. Equity – a specific question about student performance gaps for student populations. Professional development – this piece is broken and currently the VP's pass along the requests. We need to include professional development in the AUP's and should be tied to department goals. We need to include justification. There should be some sort of marketing or outreach at the unit level.</p> <p>It is important to keep the AUP changes to a minimum this time around.</p> <p>There have been discussions about the possibility of changing some of the areas from a unit plans to section plans. If they feed directly into a Division Plan they should be Section Plans not Unit Plans.</p>		X
7. Review of Action Items	C. Marvin	<p><i>Action Item – Create the annual assessment report scoring sheet which includes the rubric and send to IEC committee members. Responsible Party – Corey Marvin Completion Date – April 25, 2014</i></p>	X	
8. Future Agenda Items		<ul style="list-style-type: none"> • Revised Thoyote • Annual Assessment Report Scoring Sheet • Annual Unit Plan Template • Set 2014-2015 Meeting Schedule 		
9. Future Meeting Dates August 19, 2013 September 30, 2013 October 21, 2013 November 4 18, 2013 DATE CHANGE				

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
January 13, 2014 February 3, 2014 March 17, 2014 April 21, 2014 May 12, 2014				
10. Adjourn		2:58 p.m.		

Facilitator: Corey Marvin

Recorder: Tammy Kinnan

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