



Minutes

Institutional Effectiveness Committee

Date: Thursday, April 28, 2022

Time: 3:00pm – 4:30pm

Location: Zoom (<https://cccconfer.zoom.us/j/92462713683>)

Attendees: Andrew Burch, Lisa Couch, Cliff Davis, Sean Hancock, Jessica Kawelmacher, Jaclyn Kessler, Corey Marvin, Jaime McClure, Yvonne Mills, Dawn Ward

1. Call to Order

Meeting called to order at 3:07 pm by Corey Marvin

2. Changes/Additions to the Agenda

No changes/additions to the agenda

3. Approval of Minutes and Action Items

Minutes approved unanimously

Action items incomplete

Corey provided an update on the Institution-Set Standards and shared the work the CTE group did to revise the goals.

4. Program Review Characteristics List

Jaclyn reviewed the proposed qualifications for a program review and requested feedback from the committee. She clarified the nursing program has external agencies dictating some outcomes; however, the program has some control over local outcomes. In discussion with Peter, POST and ADJM will be separate program reviews. The document will go to Academic Senate for approval after IEC provides feedback. Once finalized it will be included in the Program Review Handbook.

5. Dialogue for Institutional Effectiveness – Integrated Planning

The annual unit planning process identifies a timeline for departments to discuss planning for next year. The department meetings at fall faculty flex should open up the dialogue for AUP proposers. Yvonne noticed the same lack of dialogue surrounding Program Review. She advocated chairs initiate the integrated planning discussion at department meetings. Cliff spoke to the lack of interest and lack of participation by faculty. Corey understands that there is a variety of factors contributing to the lack of dialogue in some departments and other departments do well with sharing information. Yvonne suggested all department members sign off on the program review before submitting to Academic Senate. A Faculty Chair "Starter-Pack" front-loading information, tips and tricks would be helpful.

Annual unit plans, section plans, and division plans are posted to the website and presented to College Council. Jaime recommended distributing a high-level bullet point snapshot similar to the college report cards. Corey proposed including a co-author on the Annual Unit Plans. Cliff Davis supported Corey's idea and suggested one or two co-authors. Axiom budgeting software is the solution to chairs wondering what exactly was approved from their budget requests. Chairs will receive training on how to locate their budget and track it through the Axiom system at any point throughout the year.



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Program Review compensation will be negotiated to ensure everyone is treated fairly. In President's Hancock experience, if the faculty chair is not the program review author, the chair can designate the compensation to the writer. Jaclyn would like PR authors to attend a two-day retreat soon.

The Accreditation Steering Committee will review Midterm Report feedback on May 10, 2022. Changes will be made based on recommendations and Corey will bring it to the Academic Senate meeting at 2pm. Yvonne will add it to the agenda and requests an update if any major changes to the document are necessary.

6. Final Meeting

The final IEC meeting for the academic year will be on May 11, 2022 from 9:00am to 10:30am. Lacey will send out a zoom invite.

7. Review of Action Items

- *Corey to send Annual Self-Assessment documents by May 4, 2022*
- *Corey to send Institution-Set Standards information*

8. Future Agenda Items

AUP Snapshot Report Card

9. Future Meeting Dates:

September 23, 2021	February 24, 2022
November 18, 2021	March 24, 2022
January 27, 2022	April 28, 2022

10. Adjournment

Meeting adjourned at 4:07 pm by Corey Marvin

Meeting Chair: Corey Marvin

Recorder: Lacey Navarro