Minutes- Approved

Institutional Effectiveness Committee
Date: Thursday, April 27, 2023
Time: 3:00 pm – 4:30 pm
Location: Zoom https://kccd-edu.zoom.us/j/88951435005

Attendance: Corey Marvin, Dawn Ward, Yvonne Mills, Cliff Davis, Chad Houck, Andrew Burch, Lisa Fuller, Jamie McClure

1. **Call to Order:** *Meeting called to order at 3:07*

2. **Changes/Additions to the Agenda-** none

3. **Approval of Minutes and Action Items-**

4. **Accreditation Crosswalk-** *Corey shared the list of teams working on the standards. Leads for Teams I, II, IV were decided. Standard III to be decided. Corey will share the full list with the upcoming Accreditation Steering Committee meeting.*

5. **Program Discontinuance Process Discussion-** *Lisa Fuller shared the old and new academic program discontinuance process documents. Edits were made to the new document by the group regarding the processes and requirements for discontinuance.*

6. **New Program Process discussion-** *Lisa Fuller shared her document for the new program proposal process. Lisa shared that there are up to 20 programs that have no program review requirements. Cliff mentioned that new programs need to be presented to Academic Senate. The discussion turned toward the need to present new programs to AS. If program discontinuance needs to be voted on by AS, then new programs should as well. The creation of new programs should be discussed to ensure they receive adequate support. Corey mentioned new programs should also be discussed with IEC. The PR process was discussed as follows, Program Review brings to IEC and then Academic Senate for approval prior to proposal at CIC. Lisa to announce this at the next senate meeting.*

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7. Program Review Load Change (from 0.20 to 0.30- approved by Academic Senate on 4/20) *Discussion about reassigned time.*

8. Axiom and Fall 23 budgeting for 2024-25- *Chad discussed the reason behind the discontinuation of Axiom and the future use of banner in its place. There is a new aspect of Banner called Banner Live, but that is still under review. We do have a tentative budget that will be taken to College Council. Chad discussed the importance of planning documents reflecting language that support budget requests.*

9. End of Year Wrap up – Outcomes Assessment, Program Review, and Planning & Budgeting - *End of year wrap up for each of the individual committees. Committees individually rate how they have done for the year then IEC rates how all three committees have done for the year. Dawn Ward discussed the use of CAMS and the transition away from eLumen. Concern was expressed that there is not enough time in the semester to rate accurately and the IEC wrap-up will occur at the beginning of fall semester. Lisa completed the wrap-up for the Program Review Committee and shared a document of yearly accomplishments.*

10. Review of Action Items- no action items

11. Future Agenda Items- no future agenda items

12. Future Meeting Dates: May 10th (tentative)

13. Adjournment: meeting adjourned at 4:38 PM

Meeting Chair: Corey Marvin
Recorder: Kelly Potten