

Institutional Effectiveness Committee
Report to Academic Senate
Meeting of May 3, 2011

Attendees: Stephen Eaton, Nan Gomez-Heitzeberg, Nancy Guidry, Diana Kelly (Co-Chair), Ann Morgan (Co-Chair), Dan O'Connor, Kristin Rabe, Rachel Vickrey

Absent: Joyce Ester, John Hart, Kim Nickell, Don Scrivner

Guest: Kate Pluta, Co-Chair Accreditation Steering Committee

Call to Order: 3:05 p.m.

Process and Priorities

- Proposed changes to Program Review – Kate Pluta, Co-Chair Accreditation Steering Committee (ASC) – Kate reviewed draft 12 of the proposed Annual Program Review, draft nine of the Integrated Program Review and the Senate proposal for change for program review (see attached). Proposals have been presented to Academic Senate, College Council, FCDC, Curriculum and the Budget Committees.
 - Discussed composition of the PRC membership. Specifying areas of representation provides campus-wide coverage and will help ensure balance. Areas of representation will be recommended for administrative and classified staff. The proposed composition was revised for presentation to Academic Senate on May 4, 2011 (see attached).
 - All unit plans will come to PRC to be reviewed in the fall semester. Committee will synthesize common themes and issues. Faculty requests will be part of the review. Discussion ensued about informational flow from PRC to FCDC. Ann will provide examples of rubrics used for this purpose to ASC and PRC.
 - Integrated program review will be planned in spring 2012 for implementation in spring 2013. Thematic responses from the annual review may provide focus for the integrated reviews to come. Possible program clusters may include Basic Skills, General Education/Transfer, Student Services, Administrative Services and Career and Technical Education.
- PRC Purpose and procedures document change was approved by Academic Senate in the 4/13/11 meeting and has been passed to College President.
- Diana advised members she has not applied for the co-chair position of PRC for 2011-2013.
- Process completion chart – Reviewed the status of programs in progress and discussed how to wrap up the cycles that are not complete. Committee decided to create a letter to programs advising them of the status of program review and options that are available to them including a final presentation to College Council. Rachel and Diana will work on the letter.
- Accreditation documents – Recommendations 1 and 4 were discussed. Members were advised to read these documents to understand why the new processes for program review are being proposed.

Procedure and Information

- Presenting PR to College Council on 5/6/11: HLED, PHIL, CHDV Centers, Extended Learning
 - Nan Gomez-Heitzeberg agreed to represent PRC
- Training for Fall 2011 cohort and yearly schedule for Program Review
 - Put old process on hold while new processes to go into place.
 - Focus on annual PR process and any training needed in Fall for committee members and departments. Diana will request that ASC documents show training needed for PRC members.
 - During Spring 2012, will work on themes from annual PR documents and specify procedure for integrated PR.
- Email and storage of Program Reviews – Kristin and Diana will not proceed because of new processes and training in Luminus and Sharepoint.

Approval of April 5, 2011 minutes

Minutes were approved as is.

Committee Achievements

IEC Ongoing Process and Priorities – 2010-11 (see attached) – many items complete as shown by ✓ in status column.

IEC Goals 2010-11

- Analyze Program Review forms to increase clarity and reduce duplication of information.
 - Completed, shared with ASC. ASC will work on the unit plan and program review questions as part of the proposed new processes for annual and integrated program review.
- Offer combination of workshops and individual assistance to departments working on Program Reviews, evaluate effectiveness of aid and tailor training based on feedback.
 - Offered both types of training to departments
 - Collected feedback on training May 2010. Used feedback to incorporate examples of Program Review answers in the next set of training. No evaluation of the next cohort, yet.
- Orient committee members to IEC process and obtain feedback from members about processes and support.
 - Offered comprehensive training to committee members in the first meeting of 2010-11. Evaluated training and received only 4 responses. Will recommend further and more frequent training of committee members in the future.
 - Continually looked at processes and determined the best course.
- Determine what IEC does to help the college achieve sustainable continuous quality improvement in Program Review.
 - Program Review process is being discussed with many campus committees including ASC, Academic Senate, College Council, FCDC, Curriculum and the Budget Committees.

Meeting adjourned: 5:05 p.m.

Meetings for 2011-12

All 3:30 – 5 p.m. in the Collins Conference Center

September 6, 2011
September 27, 2011
October 18, 2011
November 8, 2011
November 29, 2011
January 31, 2012
February 21, 2012
March 13, 2012
April 10, 2012
May 1, 2012

Respectfully submitted,

Diana Kelly
PRC Co-Chair
May 12, 2011