

INSTITUTIONAL EFFECTIVENESS & ACCREDITATION COUNCIL MEETING (Friday, May 18, 2018)

Generated by Andrea R Pulido on Friday, May 18, 2018

Members present

Sarah Shepard, Arkady Hanjiev, Andrea R Pulido, Mark Gritton, Francisco Banuelos, Mark Matteson, Eric A Mendoza

Others present

Brenda Thames

Meeting called to order at 2:10 PM

1. Call Meeting to Order

1.1 By: 2:10pm by S. Shepard

1.2 Changes to the Agenda - None

2. Review Minutes from Previous Meeting

Items 2.1 – 2.3 tabled due to lack of quorum

2.1 April 27, 2018 Minutes

2.2 May 4, 2018 Minutes

2.3 May 11, 2018 Minutes

3. Institutional Effectiveness

3.1 WHCC Governance Manual

- There was discussion regarding this being a College Council initiative but due to it being at this council last meeting, we want to review it.
- This was approved at College Council.
- There was dialog about the Outcomes Committee being merged into Program Review. A. Hanjiev was not here at the last meeting so the committee would like him, as Outcomes Committee previous chair and SLO Committee Chair.
- We want to make it clear how Program Review drives much of what occurs in the work of the college.
- A. Hanjiev gave a history of the Outcomes Committee. The Outcomes committee added membership added membership to include Budget Committee Members.
- The Institutional Level Outcomes should not flow right into the Program Review.
- They should go either to IEAC or directly to College Council. Outcomes will report to IEAC.
- The Program Review will lose Outcomes, Outcomes will report directly to IEAC, and IEAC will inform College Council in the annual report at the end of the semester. The annual report will include ISLOs, ILO, SLOs Course Level, Program, and Institutional Level Outcomes in the annual report from IEAC to College Council.
- IEAC provides a template to Outcomes Committee to complete to report all of the activity taking place in the Outcomes chain.
- Budget Resources will continue to report to College Council and will be moved up where it was.

- The other piece of evidence is the document that reflects the recommendations to College Council on Governance. One of the pieces was that Chairs should be administrators of committees. This will be reviewed in the Fall and the committee chairs may be assigned in the same meeting.
- There was discussion about the fonts and grammar.
- There was dialog about Co-Chairs and Faculty being called Associate Chairs.
- In the future, there should be delineation of what the roles are on the Committees.

3.2 IEAC Annual Report –

- The draft of the first Annual report was reviewed for placeholders to use in the actual report that will be submitted to College Council in the Fall 2018.
- The document will be incorporating the data matrix that was developed in College Council at today's meeting. This data set will assist IEAC in making recommendations to College Council through the Annual Report.
- A section will added to incorporate the Outcomes piece that will include the information discussed in the previous item.

3.3 Governance Committee Evaluations

- All of the Committee Evaluations will be uploaded to the portal.
- The portal has all of the 2016-17 committee evaluations and now this years.
- We will be using these evaluations and making recommendations to the committees and will be reported to College Council in the Annual Report.
- In the future, these Committee Evaluations will be sent out based on when the committee sends them out.
- There was dialog regarding the first portion of the Committee Surveys not being accurate to the Committees. There was a duplicate of questions that was sent to all committees based on the Master Plan and some of the other areas are not consistent. This is a tool issue that needs to be resolved.
- There was further dialog about assessing the survey to better create an assessment that works for the institution as a whole, but that also addresses specifics within the committee.
- There was discussion about Committee Chairs carving out time for the committees to complete the surveys.
- There was discussion about clarifying the language used to describe the tool.
- First meeting of the fall we can access the surveys and make recommendations to the committees.
- There was discussion about the chairs receiving the counting portions and the rest of the committee members will complete a non-counting survey.

4. Accreditation Follow-Up Report

4.1 Follow Up Report Status

- A. Hanjiev discussed the recommendation from Steve Reynolds regarding recommendation 9. He feels that the narrative is circular and the processes are not accurate in the follow up report. F. Banuelos asked that A. Hanjiev to make edits to the document and track changes.
- There was further discussion regarding the work that will take place over the summer to clean up the follow up report.
- The COR process was reviewed. Sustainability and process was discussed. On Tuesday all SLO's will have action taken, this will bring us into compliance.

- All SLO's are attached to the COR in eLumen. F. Banuelos offered to upload the SLOs to the Curriculum portal page.
- B. Thames asked about adding a graphic of the process. S. Shepard mentioned that she took a snapshot of the routing page to illustrate the process.
- Discussion regarding the work that needs to be done for the SLO/Curriculum piece.
- The committee has a week, next Friday the President will take the report and work on it with a subcommittee to polish it up.

5. Informational

5.1 College Council Report – Link to Meeting Agendas and Minutes was reviewed

6. Next Meeting:

6.1 Date/Time -

- Sometime in August. Preferably the week before a college council meeting.

7. Adjournment

7.1 By: S. Shepard @ 3:44pm

7.2 Minutes Taken By: A. Pulido