

INSTITUTIONAL EFFECTIVENESS & ACCREDITATION COUNCIL MEETING (Friday, May 4, 2018)

Generated by Jennifer L Zuniga on Friday, May 4, 2018

Members present

Sarah Shepard, Arkady Hanjiev, Bertha Felix Mata, Mark Gritton, Jeffrey Wanderer, Francisco Banuelos, Anita Bart, Matthew Magnuson, Kyle Crider, Mayra Castillo, Nicholas Andrews, Mark Matteson, Eric A Mendoza

Meeting called to order at 12:39 PM

1. Call Meeting to Order

1.1 By:

1.2 Changes to the Agenda

- ADD 2018
- 5.2 -add ILO 2018 recommendations
- 5.3- Informational- course syllaby

2. Review Minutes from Previous Meeting

2.1 April 27, 2018 Minutes

- Tabled

3. Institutional Effectiveness

3.1 Draft Report Feedback

- Discussion on the follow up report
- Francisco uploaded all the feedback to the portal
- received responses to #9
- reviewed Kyle's feedback and his recommendations for 9, 10 and 11 were grammar

Draft report feedback Recommendation #4

- Kyle integrated the conversations on the survey that was done at the beginning of the fall semester; how staff were engaged with the?
- post survey will be deployed early next week
- sustainability section- add the PR piece and the conversations that took place at IEAC on reviewing and approving of the standards
- Institutional set standards to be placed in the governance manual and on all Governance agendas
- sub headers- dialog under published should go under continuous unit- where is the sustainability and who is in charge of making sure the Institutional set standards are being posted- Sarah
- Kyle made the updates to the website on the Institutional set standards- once approved by college council, Kyle's office will publish the Intutional set standards
- set timeline of July/August 1st for publishing? to be determined (add a sentence to ensure standards)

Page 8- email Francisco bullet points on evidence of Spring/Summer 2017

Recommendation #9

- Arcady provided highlighted areas for correction
- page 12- first sentence committee is wrong under the evidence piece "student learning outcomes committee"
- Page 13- under the link, wrong committee is communicated "outcomes committee"
- Page 13- next sentence, remove access and replace it with ??, remove student from course work and remove eLumen
- Page 13- next sentence- created a time for?
- Page 15- ABDC is unclear- came from the districts of area budget committee "Area Budget District Committee" (this bullet point can be removed as it's not common terminology for the campus)
- Page 16- the sixth line down- remove "convene" and put "every two years" after the data piece. ILO committee to monitor and access past recommendations with Institutional recommends
- Page 16- next paragraph down will need to be rephrased to match the top paragraph
- Narrative and sustainably needs to be clear
- flush out the six components of this piece- Arcady
- sustainability to be placed at the end of every piece- Sarah
- Francisco will start adding the sustainability components to each piece and meet later next week with Dr. Reynolds
- under the heading of program improvement- what are the outcomes? budget requests
- outcomes meeting on Wednesday committee looked at budget allocation, and changes have not be reflected in the last 3 weeks
- accountability report- PRC would consider annual reports (1 page review) keeping on track until the program is up for review again; WHCL does a midterm report through their PRC Committee; yearly and combined with budget allocation
- focus is to develop the sustainability of each course section and the review of outcomes
- formatting the links can be a discussion during next week's meeting

Recommendation #10

- comments are straight forward- Kyle
- feedback that it was too long; Francisco reduced the amount of information to the second paragraph, based on the feedback received
- focused on what is occurring during this semester and how we are moving forward
- Page 19- second to last paragraph- needs to be removed
- all course outlines will have SLO's;
- online assessment software links SLO's and curriculum; making sure it works when the accreditation team is here
- Arcady will download the reports for consent items for the next IEAC and Curriculum meeting
- create a plan B
- Syllabi- Francisco will be sending out an email; syllabies need to be submitted to the portal page; faculty is unaware there is a problem; SLO assessment date can correct on the May 18th meeting; portal access;

Recommendation #12

- Discussion regarding evaluation cycles for Faculty and adjunct faculty
- EVP Banuelos will begin providing a report to IEAC with the updated evaluation status of all full time and adjunct faculty at the start of the following term. Spring 2018 update will be provided in Fall 2018.

3.2 Follow-up ACCJC Report Draft

4. Accreditation Follow-Up Report

4.1 Follow Up Report Draft 3

5. Informational

5.1 College Council Report

5.2 -add ILO 2018 recommendations

5.3- Informational- course syllaby

6. Next Meeting:

6.1 Date/Time - Friday, May 11, 2018 @ 1:00pm

7. Adjournment

7.1 By: S. Shepard @ 2:30pm

7.2 Minutes Taken By: J. Zuniga