

# Institutional Effectiveness Committee



2012–2013

Meeting Minutes



August 20, 2012

11:00 a.m.

I E Conference Room (L-40)

<b>X</b>	<b>Stephen Eaton, Vice President Academic Affairs (Chair)</b>	<b>X</b>	<b>Maureen Stokes Management</b>		<b>Scott Bulkley (President, AS) Advisory</b>
<b>X</b>	<b>Penny Shreve Dean of Instruction</b>	<b>X</b>	<b>Kim Young Management</b>		<b>Virgil Stanford (VPAS) Advisory</b>
<b>X</b>	<b>Nance Nunes-Gill SLO Coordinator</b>		<b>Michelle Bond Classified</b>	<b>X</b>	<b>Jim Daniels (VPSS) Advisory</b>
	<b>Scott Bulkley Academic Senate</b>	<b>X</b>	<b>Nancy Olson Classified</b>	<b>X</b>	<b>Jayne Sanchez Recorder</b>

Stephen Eaton began the meeting and advised the group that Dr. Armstrong has asked him to act as chair of the IEC until a Dean of Research, Development and Planning is in place.

## 1. Meeting day/time for fall

Academic Senate President Scott Bulkley has appointed himself as the Academic Senate representative for the IEC, replacing Bob Stinson. He has indicated that he is available Tuesday/Thursday, 1:00 pm to 3:00 for meeting times. Penny Shreve will be meeting with him and will try to determine more options. Jim Daniels will find out if a student representative has been appointed. Nancy Olson is the classified representative, replacing Terri Walker.

## 2. Review of committee charge and goals for this semester

Stephen reviewed the existing committee charge and membership structure. He indicated that the role of the IEC will expand to act as an umbrella for addressing accreditation issues as well as institutional program review. The goals for the IEC for the fall semester include: 1) formulating responses to the accreditation recommendations, and 2) creating a subcommittee of the IEC to take the lead with program review.

## 3. Review of accreditation recommendations

### a. Identification of recommendation "Champions"

### b. Appropriate grouping of recommendations

### c. Process for addressing recommendations

The committee reviewed the "Recommendations at-a-Glance" document which groups the thirteen recommendations into broad categories: SLOs, Planning, Program Review, Budget, Other. In addition, a logical "Champion" was named to spearhead each recommendation response. A template will be

developed to guide the efforts of those working on preparing the responses and to assist in keeping consistency throughout the process.

#### **4. *Program Review subcommittee of IEC***

An IEC subcommittee for Program Review will be created. Among other things, this subcommittee will be responsible for evaluating the thoroughness of completed program reviews.



August 28, 2012

1:15 p.m.

I E Conference Room (L-40)

<b>X</b>	<b>Stephen Eaton, Vice President Academic Affairs (Chair)</b>	<b>X</b>	<b>Maureen Stokes Management</b>	<b>X</b>	<b>Scott Bulkley (President, AS) Advisory</b>
<b>X</b>	<b>Penny Shreve Dean of Instruction</b>	<b>X</b>	<b>Kim Young Management</b>		<b>Virgil Stanford (VPAS) Advisory</b>
<b>X</b>	<b>Nance Nunes-Gill SLO Coordinator</b>		<b>Michelle Bond Classified</b>	<b>X</b>	<b>Jim Daniels (VPSS) Advisory</b>
	<b>Robert Stinson Academic Senate</b>	<b>X</b>	<b>Nancy Olson Classified</b>	<b>X</b>	<b>Jayne Sanchez Recorder</b>

## 1. Meeting schedule/frequency for fall (*update*)

Members reviewed options for IEC meeting schedule for fall, and agreed on version two. The committee will meet every two weeks, beginning September 11.

## 2. IEC: Previous, current, upcoming

### a. Review IEC charge, last year's activities, current priorities (*update*)

Previous members provided a brief overview of the work the committee began last year, indicating that much still needed to be completed with regard to refining and documenting processes for submission of Budget Allocation Proposals and the closing of feedback loops.

S. Eaton reviewed the committee's current goals of overseeing the response to the accreditation recommendations as well as establishing a subcommittee and processes for program review.

### b. Timeline and cycle for IEC tasks (*input*)

Members reviewed the diagrams representing the "[BCC Budget Flow Chart](#)," the "[BCC Planning and Program Review Cycle](#)" and the "[BCC Planning Process](#)" and discussed the necessity of a unified timeline for the cycle in which the Academic Senate is a formal stop. This item will be addressed on the next meeting agenda.

## 3. IEC as the "Accreditation Task Force"

### a. Timeline for preparation of Follow-Up Report to ACCJC (*update*)

Members reviewed the suggested timeline for preparation of the follow-up report. S. Bulkley indicated that the Academic Senate would not be able to accept the report until the meeting scheduled for February 7, 2013.

### b. Recommendation Response forms (*update, input, action*)

- i. Progress reported to IEC
- ii. Posted to web
- ii. Shared with leadership and governance groups

P. Shreve explained the "Worksheet for Recommendation Response" form and clarified how it should assist in both preparing the responses and tracking progress. She indicated that the

worksheets will be posted on the web as a way to keep the college community informed of the progress as well as facilitate transparency in the process.

**c. Follow-Up Report Template (*update, input*)**

S. Eaton reviewed the “Follow Up Report Template” which will be distributed to the recommendation Champions for their use in preparing the responses. The sections outlined: *Preparation Summary, Action Steps, Results and Analysis, Planning Agenda/Next Steps and Evidence*, will form a foundational structure for the report narrative.

**d.** The faculty should be invited to provide broad support in writing the responses to the Recommendations.

**4. Discussion of time frame for:**

**a. Informing and advising Champions of expectations (*input, action*)**

A meeting to advise the Champions of their charge and provide resources will be scheduled for next week.

**b. Champions’ updates to IEC (*input, action*)**

The Champions will be required to provide a progress report to the IEC at least two times during the process.

**Other**

- It was suggested that some of the IEC tasks could be assigned to smaller groups (sub-committees) for work in between regular meetings.
- Additional meetings may be required to accomplish the all tasks assigned this cycle.



**September 11, 2012**  
**1:15 p.m.**  
**I E Conference Room (L-40)**

<b>X</b>	<b>Stephen Eaton, Vice President Academic Affairs (Chair)</b>	<b>X</b>	<b>Maureen Stokes Management</b>	<b>X</b>	<b>Scott Bulkley (President, AS) Advisory</b>
	<b>Penny Shreve Dean of Instruction</b>	<b>X</b>	<b>Kim Young Management</b>		<b>Virgil Stanford (VPAS) Advisory</b>
<b>X</b>	<b>Nance Nunes-Gill SLO Coordinator</b>		<b>Michelle Bond Classified</b>	<b>X</b>	<b>Jim Daniels (VPSS) Advisory</b>
	<b>Robert Stinson Academic Senate</b>	<b>X</b>	<b>Nancy Olson Classified</b>		<b>Jayne Sanchez Recorder</b>

## 1. Approve Agenda

Agenda was approved.

## 2. Approve Minutes

Minutes for 8/28/12 were amended: Item 2b: (Add at the end of the first sentence) in which the Academic Senate is a formal stop.

Item 3: Create paragraph 3d with: The faculty should be invited to provide broad support in writing the responses to the Recommendations.

## 3. Revised Meeting Schedule

Discussion took place regarding the need for additional meetings beyond the currently scheduled every other Tuesday. Since attendance at September 18 could be problematic, the original alternate Monday at 4:00 p.m. was suggested for that meeting. That was suggested and for that agenda Nancy Nunes-Gill and Jim Daniels will present their progress reports for examination.

## 4. Recommendations

Eaton updated the Committee that President Armstrong requested that Recommendations 6 and 9 be reinstated to the active list and be addressed in the March response.

## 5. Closing the Loop

Discussion took place regarding the need to impress upon individuals and other committees the need to follow the approved process adopted in the spring of 2011. It was reported that those submitting Budget Allocation Proposals and the IEC were not informed of decisions made further along in the process. Action – create a flow chart to communicate the agreed upon process and distribute.

## 6. IEC Task Calendar

A draft IEC Task Timetable was reviewed. Suggestions were made to include specific dates on the 2012 (Adaptation) calendar and those dates were agreed upon.



**September 17, 2012**  
**4:00 p.m.**  
**I E Conference Room (L-40)**

	<b>Stephen Eaton, Vice President Academic Affairs (Chair)</b>	<b>X</b>	<b>Maureen Stokes Management</b>		<b>Scott Bulkley (President, AS) Advisory</b>
<b>X</b>	<b>Penny Shreve Dean of Instruction</b>		<b>Kim Young Management</b>		<b>Virgil Stanford (VPAS) Advisory</b>
<b>X</b>	<b>Nance Nunes-Gill SLO Coordinator</b>		<b>Michelle Bond Classified</b>		<b>Jim Daniels (VPSS) Advisory</b>
<b>X</b>	<b>Robert Stinson Academic Senate</b>	<b>X</b>	<b>Nancy Olson Classified</b>		<b>Jayne Sanchez Recorder</b>
<b>X</b>	<b>Janet Orihuela, ASB Representative</b>				

Meeting was called to order at 4:06pm

VP Eaton had left early due to illness, so Penny Shreve chaired the meeting. Michelle Bond, Jayne Sanchez, Scott Bulkley and Kim Young were also absent due to illness/medical reasons. The new ASB representative, Janet Orihuela, was welcomed.

Agenda and minutes were approved, with changes to the minutes: Eaton replaced with VP Eaton.

Presentation by Shreve and Nunes-gill were approved to be published to the website with minor recommendations: Avoid vague dates be specific to avoid problems. So timeline dates such as "late September" or "Mid October" were replaced with specific dates.

Also, because the worksheets have no spell-check capabilities it was agreed that another review before publishing on the website would occur.

The presentation for Mr. Daniels was done by Maureen. The presentation was the PPT that would be shown at the All-College meeting 9/18 and the BOT meeting 9/19/12.

Maureen asked for the information shared by Nancy Nunes-Gill and the accreditation progress website, so it could be added to the PPT presentation. She also asked Nunes-Gill and Shreve to give short informational presentation at All-College to coincide with Mr. Daniels and Mr. Eaton's PPT presentation.

The discussion on the timeline was minimal due to time and the fact that half of the people present had not attended the prior meeting. It was suggested to continue with current draft and attempt to create a time-line though most members indicated they did not know how to create a flow chart. Nancy Olson stated she would try to find a helpful tutorial and send it out to the committee.

Meeting was adjourned at 5:02pm.



September 25, 2012

1:15 p.m.

I E Conference Room (L-40)

X	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>		<b>Nancy Olson</b> <i>Classified</i>		<b>Jayne Sanchez</b> <i>Recorder</i>

Meeting called to order at 1:21.

Agenda was approved.

Nancy Olson was excused due to a prior campus commitment and Jayne Sanchez for medical leave.

Minutes were approved with the following changes: Kim Young and Michelle Bond were added to the list of absent due to illness.

VP Eaton shared the response to the update on accreditation from last week's Board meeting. Board seemed receptive and glad that there was a systematic approach in place.

VP Eaton reminded committee of that the first preliminary Worksheet progress report deadline was Oct 30. He indicated that he had met with VP Stanford and with Dr. Stinson and both areas under those champions were closer to being done.

Kim Young presented the Non-Instructional Program review. She explained how the Program review was linked to the language and expectations of the Budget Allocation Proposal (BAP). The committee recommended on change under 6.a. to add some language that indicated "or other data" since the data listed seemed to be specific and may not fit the unique areas of administrative departments. Kim noted that there was no Update at this time, and Nancy Nunes-Gill indicated that there was no defined program review cycle for these departments either. It was agreed that Kim would work with VP Daniels and try to come up with a template for a Program Review Update using the current program Review and the Instructional Update for as a starting point. Also SLOAC would meet Tuesday 10/2 to determine an assessment cycle taking into account administrative departments that did complete a program review last year. Mr. Bulkley added that this should be approved by Academic Senate since it was Program Review. He promised that the Instructional and Non-Instructional Program Review templates would be on the Senate agenda for 10/4/12, and that there would be a resolution to those items. Due to time constraints, it was agreed that the existing draft forms would be shared since it was the consensus that the main requirements would not undergo any serious changes. VP Eaton agreed to send an informational email as an IEC chair regarding Program Review template and cycle. Kim was meeting VP Daniels on 9/27/12 to discuss the Non-Instructional Program Review.



VP Eaton shared that the refined and more detailed IEC timeline had not yet been made into a flow chart. He hoped to have it done by the next IEC meeting on 10/2/12, so asked that it be tabled.

Nancy Nunes-Gill asked to discuss an item under “other.” Her concern was regarding clear outreach and information to adjuncts. This included Administrative support to distribute SLOs, and expectations of faculty including the possibly in a check list when adjuncts are hired and some sort of reward or incentive to promote the work and create a positive relationship with adjuncts. VP Eaton indicated he planned to meet with new hires and would add the information to his discussion with new adjuncts. Nancy Nunes-Gill also wanted to see more personal outreach to adjuncts and VP Eaton suggested looking into an in-service day with adjuncts.

Meeting was adjourned at 2:01



October 02, 2012

1:15 p.m.

I E Conference Room (L-40)

X	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>	X	<b>Nancy Olson</b> <i>Classified</i>		<b>Jayne Sanchez</b> <i>Recorder</i>

Guests: Dr. Thom Armstrong and Michelle Henderson.

Meeting called to order at 1:18.

Agenda was approved.

Jayne Sanchez was excused for medical leave.

Minutes were approved with the minor spelling corrections.

Dr. Armstrong and Michelle Henderson shared the Recommendation #6 progress report. Committee asked for more specific dates in some places. After the corrections are made, Nancy Olson would post on the recommendation website.

Kim Young shared progress on the Non-Instructional Program review. Kim noted that the meeting with Mr. Daniels had been cancelled, so hoped to have more information regarding the template and assessment cycle at next IEC meeting on 10/9/12. Kim also noted that Jayne Sanchez had sent helped find a copy of the Non-Instructional Program Review Annual Update template, but that it had only been shared with her a few hours earlier. She had no input at this time. Scott Bulkley agreed to have the program reviews and updates on the Academic Senate agenda on Thursday 10/4.

Bob Stinson shared that the College had written an MOU to deal with the company that now has access to the Cal-Pass type data. The president had signed the MOU 10/1/12. He felt it would be in place in 2-3 weeks. Penny Shreve suggested using the MIS department at BCC in the meantime for some of the data since the deadline for the program reviews are 3-4 weeks away.

VP Eaton shared that there may be other planning processes that need to be reviewed. The committee reviewed some basic different types of request procedures including hiring instruction faculty, non-instruction positions, and other items.

Meeting was adjourned at 2:20



October 09, 2012

1:15 p.m.

I E Conference Room (L-40)

	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>	<b>X</b>	<b>Maureen Stokes</b> <i>Management</i>		<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
<b>X</b>	<b>Penny Shreve</b> <i>Dean of Instruction</i>	<b>X</b>	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
<b>X</b>	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>	<b>X</b>	<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
<b>X</b>	<b>Robert Stinson</b> <i>Academic Senate</i>	<b>X</b>	<b>Nancy Olson</b> <i>Classified</i>		<b>Jayne Sanchez</b> <i>Recorder</i>
<b>X</b>	<b>Janet Orihuela</b> , ASB <i>Representative</i>				

Meeting called to order at 1:17.

Agenda was approved.

Jayne Sanchez was excused for medical leave and Scott Bulkley, VP Eaton excused for negotiations.

Minutes were approved with the minor spelling corrections.

Dr. Stinson stated the Instructional and Non-Instructional Program Review and Annual Update were approved at Academic Senate. However, it was noted that the non-Instructional Annual Update may need small revisions to align it fully with the Budget proposal Allocation form.

Nancy Nunes-Gill stated the templates had been sent to the CTE faculty on Monday, and that the rest of the faculty would be sent the final approved forms today.

Kim Young and VP Daniels shared progress on the Non-Instructional Program Review cycle. A cycle had been created, but minor changes may be made based on incoming information, specifically which departments did a program review last year.

Maureen indicated that the president's office would do a Program Review on the new template this year as well.

There was discussion of the previously discussed Program review Committee and its makeup. Kim Young noted discussion last year regarding a sub-committee for program review was intended to train and assist in the process for departments to complete the program review, while this year the committee was discussing more of a peer review of submitted program reviews. Penny Shreve noted that it seemed there were two tasks, and many colleges had a peer evaluation process for program reviews, and if that was a task for a subcommittee there should be peers in the area and a clear helpful rubric to give helpful objective feedback – though Kim noted concerns of peer judgment of programs.

Bob Stinson shared that the MIS department had specific reports in campus data for the data needed for the program review. He was going to send that information so faculty could access the information without inundating the MIS department.

Meeting was adjourned at 1:59



October 16, 2012

1:15 p.m.

I E Conference Room (L-40)

X	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>		<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>	X	<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>		<b>Nancy Olson</b> <i>Classified</i>		<b>Jayne Sanchez</b> <i>Recorder</i>
	<b>Janet Orihuela</b> , <i>ASB Representative</i>				

Meeting called to order at 1:16.

Agenda was approved.

Jayne Sanchez was excused for medical leave and Nancy Olson for a negotiation meeting.

No Minutes were available.

VP Eaton stated the flow chart needs to be more comprehensive and it is still being worked on, so it may not be available till November. The need to have a clear visual of the IEC planning to become part of the institutional knowledge was deemed important.

VP Eaton presented Recommendation 3e, 3f, and 11. Comments to improve Recommendation 3e included suggestion of evidence from meetings where dialogue currently takes place such as in Non-Instructional manager meeting and department meetings. Comments to improve Recommendation 11 included suggestion of a line item in the budget (if it was not there already) to help establish stable, identifiable budget for DE program. Additional minor phrasing changes were suggested.

The proposed Program Review Committee tasks and place in the planning and review cycles was discussed. It was agreed that the PRC would most likely have two major tasks 1) Pre-Program Review deadline - assist in training and PR submission, 2) Post-Program Review deadline - give feed to PR submitters and report out to IEC or other agreed upon body regarding submissions, and compile a list of trends identified from PRs.

Discussion regarding creating a Program Review Committee included discussion of what body should PRC report to. Academic senate President felt it would be appropriate for the PRC to be an ad hoc or subcommittee of the IEC.

VP Eaton suggested a clear criteria and checklist for the program review committee to use for effective and objective feedback.

It was agreed that the Program Review Committee would be discussed in more detail with examples of other campus' PRC make up and structure.

VP Daniels reported his goal was to have a universal program review Cycle for Non-Instructional areas. And the 3 year cycle would begin next year.

Champion progress reported – Twelve worksheets submitted to IEC so far, and several more were in progress to work to be ready for next IEC 10/23. Progress would be presented to the BOT on 10/17.

Meeting was adjourned at 2:20



October 23, 2012

1:15 p.m.

I E Conference Room (L-40)

X	<b>Stephen Eaton</b> , Vice President <i>Academic Affairs (Chair)</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>	X	<b>Nancy Olson</b> <i>Classified</i>		<b>Jayne Sanchez</b> <i>Recorder</i>
X	<b>Janet Orihuela</b> , ASB <i>Representative</i>				

Meeting called to order at 1:17.

Agenda was approved.

Jayne Sanchez was excused for medical leave.

Minutes with minor changes

VP Eaton presented Recommendation 1. Bob Stinson suggested a chart like strategic plan be added or used as evidence. VP Eaton noted that the language was to “Further define and clarify.” Scott Bulkley suggested adding that Academic Senate annually reviews the Program review process.

Dean Shreve presented 4b and 4d in VP Best’s absence. Minor errors were noted and VP Eaton suggested looking into a Leadership Succession plan in combination with the staffing plan or if it did not belong there, another document. For 4d, there was discussion on the President’s Leadership Academy included comments from past participants on the quality of the program but the informal follow-up meetings amongst the cohort eventually petered out. However, Dean Shreve shared that the cost of the program may be prohibitive and the possibility looking at the feasibility of a two-three year cycle of the program was suggested. Also committee suggested an item be added to 4d regarding using internal resources like IT to determine professional Development needs as well.

VP Eaton presented Recommendation 9 and 13. For Recommendation 9, Nancy Nunes-Gill suggested the check list be made available to the committee. It was agreed that it would be put on the follow-up website for evidence. For Recommendation 13 minor changes were suggested.

Dean Shreve presented the MIS Non-Instructional Program review. She explained that the departments doing the program reviews may not have a clear idea of what is expected and it would help if the committee made comments in the progress of one, so expectations could be shared. The main concern was data expectations. Since many Non-Instructional Programs have less refined data gathering policies, what would the IEC expect from those areas.

It was agreed that the committee understood the data concerns in those areas and that the data needed would depend on several things. The committee did not want to be inundated with excessive data that was hard to slough through, but enough to prove the need. Also committee indicated that some anecdotal evidence may be appropriate. Kim Young added that programs should look at the Budget Allocation Form for links to Strategic plan and section 8F for aligning documentation. Kim Young mentioned a criteria checklist that was created by the committee last year. Dean Shreve asked for a copy.

A draft of the charge and membership of the Program Review Committee was discussed. Some initial changes were made based on understanding of BCC existing processes and size. Dean Shreve stated the revisions would be sent out before the next meeting and then additional discussion on the matter would be held.

Meeting was adjourned at 2:17





**October 30, 2012**  
**1:15 p.m.**  
**I E Conference Room (L-40)**

	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>	<b>X</b>	<b>Maureen Stokes</b> <i>Management</i>	<b>X</b>	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
<b>X</b>	<b>Penny Shreve</b> <i>Dean of Instruction</i>	<b>X</b>	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
<b>X</b>	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
<b>X</b>	<b>Robert Stinson</b> <i>Academic Senate</i>		<b>Nancy Olson</b> <i>Classified</i>	<b>X</b>	<b>Jayne Sanchez</b> <i>Recorder</i>
	<b>Janet Orihuela</b> , <i>ASB Representative</i>				

The meeting was called to order at 2:20 p.m. VP Eaton, VP Daniels and VP Stanford were off campus, and unable to attend.

1. **Approve Agenda (Action)** Agenda was approved.
2. **Approve Minutes (Action)** Minutes from the 10/23/12 meeting were approved with minor corrections.
3. **Initial Worksheet Presentations:** The worksheets for the following recommendation responses were reviewed by the committee:
  - **4c (Stanford):** An additional line was included to indicate that the Facilities Master Plan would be also submitted to the Academic Senate for approval prior to going forward to the BOT.
  - **7 (Stanford/Hernandez):** The committee had several questions regarding the worksheet content and determined that it would be returned to VP Stanford for review and clarification prior to posting online.
  - **8 (Eaton/Daniels):** Phrasing in step five was changed to clarify meaning; a final step was added indicating “Funding priorities based on recommendations from IEC and other college planning documents” as the responsibility of the Budget and Finance Committee
  - **10 (Eaton/Daniels):** Entry made in column 3 (timeline) to indicate the original date of BOT approval for the Strategic Priorities. This will make clear that the work done this fall was in addition and subsequent to initial establishment of the priorities.

S. Bulkley suggested, and the committee agreed, to request that Champions (or delegates) be present when worksheet presentations are given to the committee so that entries could be explained and questions answered.
4. **Program Review Subcommittee: Continuation of dialog (Input)** Dialog continued regarding the charge of the proposed Program Review subcommittee and its membership.

- To clarify several subsequent bullet points, an initial bullet was added to indicate that the committee would “develop program review handbook.”
- Minor edits were made to improve clarity and simplify meaning in items related to the committee charge.
- Discussion ensued concerning the membership of the committee. S. Bulkley suggested that the numbers of both faculty and administrators could be changed from 4 to 3 in acknowledgement of our relatively small institutional size and crowded individual schedules. In addition, he suggested that the DCP coordinators could be considered the “representative” from each of the divisions. The implications of this suggestion will be considered and the committee membership revisited.

**5. Flow Chart Update (*Input*)** This item tabled due to lack of time.



November 6, 2012

1:15 p.m.

I E Conference Room (L-40)

X	<b>Stephen Eaton</b> , Vice President <i>Academic Affairs (Chair)</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>	X	<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>	X	<b>Nancy Olson</b> <i>Classified</i>	X	<b>Jayne Sanchez</b> <i>Recorder</i>
	<b>Janet Orihuela</b> , ASB <i>Representative</i>				

- 1. Approve Agenda (Action)** Agenda was approved.
- 2. Approve Minutes (Action)** Minutes were not available. Item tabled until next meeting.
- 3. Non-Instructional Program Review: Due dates and deadlines (Discussion)** K. Young pointed out that non-instructional service areas had not been advised of a deadline to submit program reviews. The draft of the IEC Task Timetable indicates that Student Services and Instructional program reviews are due to VPs by November 9, but no date is shown for other administrative service areas. Discussion followed and it was determined that program reviews for Administrative Services and President's Area would be due to VPs by November 29. These deadlines are for this year only. Ongoing deadlines for subsequent cycles will be determined and indicated in the Program Review Handbook.
- 4. Recommendation 7: Revisit initial worksheet (Eaton)** S. Eaton reviewed the response worksheet for Recommendation 7 with the committee. An additional step was included to indicate the place of the Budget & Finance Committee in the process. Planning documents were listed at the end of the last step to make the reference to college priorities explicit.
- 5. Program Review Subcommittee: Continuation of dialog (Input)** Item tabled due to lack of time.
- 6. Flow Chart Update (Input)** Item tabled due to lack of time.



**November 13, 2012**  
**1:15 p.m.**  
**I E Conference Room (L-40)**

<b>X</b>	<b>Stephen Eaton, Vice President Academic Affairs (Chair)</b>	<b>X</b>	<b>Maureen Stokes Management</b>	<b>X</b>	<b>Scott Bulkley (President, AS) Advisory</b>
<b>X</b>	<b>Penny Shreve Dean of Instruction</b>	<b>X</b>	<b>Kim Young Management</b>		<b>Virgil Stanford (VPAS) Advisory</b>
	<b>Nance Nunes-Gill SLO Coordinator</b>		<b>Michelle Bond Classified</b>		<b>Jim Daniels (VPSS) Advisory</b>
<b>X</b>	<b>Robert Stinson Academic Senate</b>	<b>X</b>	<b>Nancy Olson Classified</b>	<b>X</b>	<b>Jayne Sanchez Recorder</b>
	<b>Janet Orihuela, ASB Representative</b>				

(Nance Nunes-Gill is excused for illness.)

- 1. Approve Agenda (Action)** Agenda was approved with the following modification: change order of items 3 and 4.
- 2. Approve Minutes: 10/30/12 and 11/6/12 (Action)** Minutes from 10/30/12 and 11/06/12 were approved.
- 3. Program Review Subcommittee (Discussion/Action)** The committee continued discussion regarding the Program Review Subcommittee (PRC). It was recommended that the suggested membership be revised to: 2 co-chairs (recommended by the chair of the IEC); 2 Faculty members (appointed by the Academic Senate on an annual basis); 2 members from the administrative/management team and 2 classified staff (recommended by the chair of the IEC); and 1 Student (appointed by ASB).

Additional discussion followed to clarify initial charge and expectations from the committee. Suggestions were made and discussed , including the following:

At the conclusion of the program review process, (the committee will . . .) prepare summary report(s) for presentation to the IEC, including commendations, recommendations, and identification of trends.

The summaries will be reviewed and may be edited by the IEC prior to being forwarded to the Academic Senate, Academic Affairs, Student Services, Administrative Services, and the President's Cabinet.

The summaries will be posted and/or published appropriately.

The additional information and clarifications will be incorporated into the draft of the sub-committee charge developed by the IEC.

- 4. Update on Follow-Up Report (Eaton)** S. Eaton shared the first draft of the response to Recommendation #1 – Define and Clarify Conceptual Planning Models.

Meeting adjourned at 2:15 pm.



**November 20, 2012**  
**1:15 p.m.**  
**I E Conference Room (L-40)**

X	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>		<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>	X	<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>		<b>Nancy Olson</b> <i>Classified</i>	X	<b>Jayne Sanchez</b> <i>Recorder</i>
	<b>Janet Orihuela</b> , <i>ASB Representative</i>				

*N. Olson was excused due to a prior campus commitment. K. Young was off campus.*

- 1. Approve Agenda (Action)** Agenda approved.
- 2. Approve Minutes (Action)** Minutes from 11/13/12 approved.
- 3. Strategic Plan (Discussion/Action)** S. Eaton presented the latest draft of the Strategic Plan for the committee's consideration and "first reading." Lengthy discussion followed regarding the implementation of the Plan, and questions were raised concerning measurement of the outcomes to determine if the Plan objectives have been reached. Additional discussion was held with regard to the timetable for approval from the Academic Senate as well as other constituent groups. The Plan will be brought back to the committee for the meeting of 11/27/12.
- 4. Program Review Subcommittee (Discussion/Action)** The committee reviewed the document outlining the charge and membership of the Program Review Committee (PRC). Motion by N. Nunes-Gill, seconded by M. Stokes to approve creation of the subcommittee. All in favor. Discussion to be held at the next meeting regarding the method of appointments to the PRC.
- 5. Champion Report (Discussion)** S. Eaton gave a brief overview on the status of the recommendation responses for the follow-up report.
- 6. BAP Consideration Form (Discussion)** The committee briefly reviewed the draft of the form under development for consideration of Budget Allocation Requests. Request was made to change the title to clarify the purpose and include a reference to "rubric" or "scoring." Members will review the form and bring back suggestions and questions to the next meeting.
- 7. Other** No additional items were brought forward. S. Eaton requested that members send any requested items to J. Sanchez for inclusion in the next agenda.

Meeting adjourned 2:20 p.m.



**November 27, 2012**  
**1:15 p.m.**  
**I E Conference Room (L-40)**

X	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs (Chair)</i>		<b>Maureen Stokes</b> <i>Management</i>		<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>	X	<b>Nancy Olson</b> <i>Classified</i>	X	<b>Jayne Sanchez</b> <i>Recorder</i>
	<b>Janet Orihuela</b> , ASB <i>Representative</i>				

*P. Shreve excused for medical reasons.*

- 1. Approve Agenda (Action)** Agenda approved.
- 2. Approve Minutes (Action)** Minutes from 11/20/12 approved.
- 3. Strategic Plan: 2<sup>nd</sup> Reading (Action)** S. Eaton gave a brief review of the Strategic Plan and the process utilized for its development. The committee approved the Plan to be moved forward to the Academic Senate.
- 4. Program Review Committee: Appointments (Discussion)** Discussion was held regarding the status of the currently submitted program reviews, and at what point in the process the PRs will be submitted to the PRC for review. It was determined that the PRs should go first to the applicable vice president/administrator for input, and then to the PRC.
- 5. BAP Scoring Rubric (Discussion/Input)** The committee reviewed the draft of the scoring rubric which was under development from the previous academic year. Discussion was held regarding the various scoring areas and what point values should be assigned to them. S. Eaton referred to the “crosswalk” document he prepared showing the relationship of various elements of the mission statement, Strategic Priorities, institutional goals, etc. As many similar components appear in several of the planning documents, the current point system may need to be revisited to assure relevancy. K. Young will meet with J. Sanchez during the week to update the draft for the committee’s consideration at the next meeting.
- 6. Update on Follow-Up Report (Information)** S. Eaton provided a brief update on the status of the various recommendation responses. Updates on each recommendation are due to the committee NLT December 1, and final response narratives are due for submission to the ALO (S. Eaton) NLT December 14 for incorporation into the report as a whole.



December 4, 2012

1:15 p.m.

I E Conference Room (L-40)

X	<b>Stephen Eaton</b> , Vice President Academic Affairs ( <b>Chair</b> )		<b>Maureen Stokes</b> Management	X	<b>Scott Bulkley</b> (President, AS) Advisory
X	<b>Penny Shreve</b> Dean of Instruction	X	<b>Kim Young</b> Management		<b>Virgil Stanford</b> (VPAS) Advisory
X	<b>Nance Nunes-Gill</b> SLO Coordinator		<b>Michelle Bond</b> Classified	X	<b>Jim Daniels</b> (VPSS) Advisory
X	<b>Robert Stinson</b> Academic Senate	X	<b>Nancy Olson</b> Classified	X	<b>Jayne Sanchez</b> Recorder
	<b>Janet Orihuela</b> , ASB Representative				

Maureen Stokes was unavailable due to prior campus commitment.

- 1. Approve Agenda (Action)** Agenda approved.
- 2. Approve Minutes (Action)** Minutes from 11/27/12 approved.
- 3. Tech Committee expenditures (Eaton; Information)** S. Eaton shared information from the Tech Committee meeting concerning the replacement cycle for campus computers. The question was raised whether these “automatically scheduled” replacements needed to be processed as Budget Allocation Proposals and prioritized through the IEC. Discussion followed regarding various aspects of the process. The committee agreed this would be covered in the Technology Plan and did not need separate IEC consideration or approval.
- 4. Scoring Rubric for Budget Allocation Requests (Young; Discussion)** K. Young reviewed the process used for revision of the draft scoring rubric initially developed last spring. Several duplicated elements were combined into logical groupings, an additional section added, and “Note to Reviewer” items included to facilitate scoring. Discussion followed regarding the scoring amounts and rationale and the committee suggested some additions of clarifying language. The committee agreed to the use of the scoring rubric as an internal IEC document.
- 5. PRC Appointments (Information/Discussion)** S. Eaton discussed the Program Review Committee (PRC) with the Cabinet and requested input for appointments. He expects to have the necessary information next week. It is anticipated that the PRC will begin meeting early in the spring semester.
- 6. “Planning Timeline” (Information)** S. Eaton reviewed the draft of the Planning Timeline developed in an effort to consolidate the various “conceptual models” and incorporate current timetables. S. Bulkley noted that an additional bullet was needed to show that the Academic Senate would also be reviewing Budget Allocation Proposals (BAPs) in early November. Discussion followed regarding the bullet point in December for “prioritizing of positions” and the question of exactly which types of positions this references. At this time it was determined to add verbiage so that the phrase on the timeline reads: “Prioritizing of position submitted to the IEC.” K. Young suggested that the IEC receive guidance and direction concerning this point. In addition, it was recommended that the expected tasks and duties of the IEC be clarified, documented, and shared with the campus community. This would not only increase transparency regarding the prioritization procedure for position requests, but also contribute to better campus-wide understanding of the process.



January 8, 2013

1:15 p.m.

I E Conference Room (L-40)

X	<b>Jamail Carter, (Chair)</b> <i>Dean of Research, Development &amp; Planning</i>		<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>	X	<b>Stephen Eaton, (VPAA)</b> <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Virgil Stanford (VPAS)</b> <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>	X	<b>Nancy Olson</b> <i>Classified</i>		<b>Jim Daniels (VPSS)</b> <i>Advisory</i>
			<b>Janet Orihuela, ASB</b> <i>Representative</i>	X	<b>Jayne Sanchez</b> <i>Recorder</i>

1. **Approve Agenda (Action)** Agenda was approved with the addition of item 6.5.
2. **Approve Minutes (Action)** Minutes from 12/4/12 were approved as submitted.
3. **New Dean of Research, Development & Planning (Information)** S. Eaton introduced Dr. Jamail Carter as the Interim Dean of Research, Development & Planning and the Chair of the committee. Dr. Carter indicated he had reviewed the prior meeting minutes and commended the committee for the work accomplished over the past two semesters.
4. **Meeting Schedule for Spring (Discussion; Action)** After brief discussion, it was determined to continue with the current time slot for regular meetings. Meetings will be scheduled on a weekly basis, at least until later in the semester. It was also requested that consideration be given to rescheduling the meetings that fall on the same week as Management Council and PAC.
5. **Revision of "Planning & Program Review Cycle" (Information; Action)** The updates made at the last meeting to the "Planning Timeline" draft were incorporated into the "Planning and Program Review Cycle" conceptual model, which will be moving forward to PAC and the BOT for approval. Lengthy discussion ensued concerning what point in the timeline the review of BAPs by the Academic Senate would take place. R. Stinson suggested this could be clarified by moving the bullet point from November to October. Motion was made, seconded, and carried to approve the revised "Planning and Program Review Cycle" with this modification.
6. **Follow-Up Report: Initial Draft (Information)** S. Eaton briefly discussed the first drafts of the responses to the Commission's recommendations and requested that the committee members critically read the drafts for thoroughness and accuracy. He would like to discuss any necessary additions or revisions at the next meeting.



- 6.5 Program Review Survey (*Information; Discussion*)** J. Carter advised that he would be distributing a survey regarding this year's program review process and solicited input from group. Dialog followed and suggestions were incorporated into the survey structure and content. The data collected as a result of the survey will not only assist in improving the process, but also establish a baseline for subsequent evaluation cycles.
- 7. Program Review Committee (PRC) Appointments (*Information; Discussion*)** S. Eaton indicated he would email the information regarding management and classified appointments to the committee to the group the following day.



January 15, 2013

1:15 p.m.

I E Conference Room (L-40)

X	<b>Jamail Carter (Chair)</b> <i>Dean of Research, Development &amp; Planning</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>	X	<b>Stephen Eaton</b> , (VPAA) <i>Advisory</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
	<b>Robert Stinson</b> <i>Academic Senate</i>	X	<b>Nancy Olson</b> <i>Classified</i>	X	<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
	<b>Janet Orihuela</b> , ASB <i>Representative</i>			X	<b>Jayne Sanchez</b> <i>Recorder</i>

(P. Shreve, absent/medical; R. Stinson, absent/medical)

- 1. Approve Agenda (Action)** Agenda approved.
- 2. Approve Minutes (Action)** Minutes from December 4, 2012 approved as submitted.
- 3. Evaluations for Recommendation Responses (Discussion)** Lengthy discussion was held regarding the evaluation checklist for the response to Recommendation #1. Several comments and ideas were noted for inclusion in the report. J. Carter asked thanked members for their evaluations and requested that they continue the process through the remaining responses.
- 4. Program Review Survey: Update (Information)** J. Carter updated the committee regarding the Program Review survey which was recently administered to the College. He indicated that at this time 53 responses had been received, but many of the responders indicated that had not been involved in the process. He will keep the committee updated regarding the results.
- 5. Updated Production Schedule for Follow-Up Report (Information)** J. Carter advised the committee that the schedule for production of the Follow-Up Report had been updated to include additional details and steps necessary for final production. The report will be submitted to the Commission no later than March 11. The target for review by the IEC is February 5.
- 6. Program Review Committee** The management and classified members of the committee have been selected and those names were shared with the committee in an email from S. Eaton on 1/9/13. S. Bulkley indicated that the Academic Senate is still waiting confirmation on the appointment of the faculty representatives. J. Carter indicated the committee still needed two co-chairs, one instructional and one non-instructional. He asked K. Young to serve as the non-instructional co-chair and she agreed. He asked N. Nunes-Gill to serve as the instructional co-chair, however, she requested time to consider as her schedule is already more than full. The subject of co-chairs will be revisited at next week's meeting.

7. **Program Review Handbook (*Discussion*)** The development of a Program Review Handbook, including criteria, guidelines, forms, and timelines will be the first charge of the PRC. The intent will be to have a handbook in place prior to the beginning of the next cycle.
8. **Other** S. Bulkley advised that the Academic Senate would meet on February 7 and would consider approval of the Follow-Up Report at that meeting. He indicated the draft of the report would be needed no later than February 4 to be included in the agenda.



January 24, 2013

1:15 p.m.

I E Conference Room (L-40)

X	<b>Jamail Carter, (Chair)</b> <i>Dean of Research, Development &amp; Planning</i>	X	<b>Maureen Stokes</b> <i>Management</i>	X	<b>Scott Bulkley</b> (President, AS) <i>Advisory</i>
X	<b>Penny Shreve</b> <i>Dean of Instruction</i>	X	<b>Kim Young</b> <i>Management</i>	X	<b>Stephen Eaton</b> , <i>Vice President Academic Affairs</i>
X	<b>Nance Nunes-Gill</b> <i>SLO Coordinator</i>		<b>Michelle Bond</b> <i>Classified</i>		<b>Virgil Stanford</b> (VPAS) <i>Advisory</i>
X	<b>Robert Stinson</b> <i>Academic Senate</i>		<b>Nancy Olson</b> <i>Classified</i>		<b>Jim Daniels</b> (VPSS) <i>Advisory</i>
	<b>Janet Orihuela</b> , ASB <i>Representative</i>			X	<b>Jayne Sanchez</b> <i>Recorder</i>

(N. Olson, absent/prior campus commitment)

1. **Approve Agenda (Action)** Agenda approved.
2. **Approve Minutes (Action)** Tabled until next meeting.
3. **Program Review Committee (PRC) – Update (Information)** R. Stinson has agreed to be the Instructional Co-Chair, along with K. Young as the Non-Instructional Co-Chair. With the co-chairs in place, the PRC can now move forward. J. Carter and S. Eaton will be advisory members.
4. **Rubric for Program Review – Development (Discussion)** J. Carter presented an example of a rubric for evaluation of program reviews. The committee discussed how this rubric could be adapted for use by BCC. It was agreed that the example was very comprehensive and provided excellent criteria, but was very specific to the program review document for which it was developed. The committee also agreed it would be well worth the effort to create a similar rubric specific to BCC's program review template. However, if such a comprehensive rubric is used for evaluation, it should be provided to the program review originators prior to creation of their reports.

K. Young requested clarification on whether the PRC would be evaluating the current year's program reviews (PRs), or if the committee should begin by reviewing the process and developing documentation and training for the beginning of the next cycle.

Lively discussion followed regarding the necessity of evaluating the current PRs, providing feedback to the originators, and maintaining the integrity of the current planning cycle. R. Stinson recommended, and the committee agreed, that the IEC should evaluate the PRs, especially those with accompanying Budget Allocation Proposals (BAPs) for this year. The PRC would then carry out its charge of developing a handbook and providing training and guidance for the upcoming cycle.

J. Carter suggested that an abbreviated, more generic rubric be created and used for this cycle only. Samples will be brought to the next meeting for consideration and approval.

The current PRs will be divided among two-member teams from the IEC for review and evaluation of BAPs. Assignments for review will be made at the next meeting. The deadline for providing feedback to originators will be March 19.

5. **Evaluations for Recommendation Responses – Continued (*Discussion*)** J. Carter indicated that the Evaluation Checklists received have been very helpful, and many comments and suggestions have been incorporated into the responses. He requested that members review the remaining drafts, complete the Checklists, and submit no later than next Tuesday so they can be included as well.



<b>January 29, 2013</b> <b>1:15 pm</b> <b>IE Conference Room (L-40)</b>							
X	Jamail Carter	(CHAIR) Dean of Research, Development & Planning		Maureen Stokes	Management		Scott Bulkley President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management	X	Stephen Eaton VPAA (Advisory)
X	Nance Nunes-Gill	SLO Coordinator		Michelle Bond	Classified		Virgil Stanford VPAS (Advisory)
X	Robert Stinson	Academic Senate		Nancy Olson	Classified		Jim Daniels VPSS (Advisory)
	Janet Orihuela	ASB Representative				X	Jayne Sanchez Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	Approve Agenda	Approved	Nunes/Stinson	2013.01.29	Completed
2.	a. Approve Minutes: 2013.01.15	Approved	Eaton/Stinson	2013.01.29	Completed
	b. Approve Minutes: 2013.01.24	Approved	Eaton/Nunes	2013.01.29	Completed
3.	Contract Checklist	Discussion	IEC	2013.01.29	Completed
		Suggestions for minor revisions and additions will be incorporated prior to moving forward to Cabinet for adoption.			
4.	Program Review: Abbreviated Rubric	Discussion	Carter	2013.02.05	Carried forward
		Suggestions made for modifications to the evaluation rubric. Rubric will be brought back next meeting with changes included.			
5.	Program Review: Evaluations	Assignment	All Members	2013.02.05	Carried forward
		IEC will evaluate and provide feedback for all Program Reviews submitted this year, with each member evaluating six Program Reviews. (Next year this task will fall to the Program Review Subcommittee.) Members selected PRs to evaluate; those not in attendance will have PRs assigned.			
6.	Follow-Up Report: Timeline; Response Evaluations	Information	Carter	2013.03.11	Carried forward
7.	Other: Draft of Facilities Plan	Information	Carter		
8.	Other: Program Review Committee (PRC)	Information	Young		
		The PRC membership has been confirmed and the first meeting has been scheduled for February 7.			

\*Completed, deleted or carried forward



February 5, 2013 1:15 pm IE Conference Room (L-40)								
X	Jamail Carter	(CHAIR) Dean of Research, Development & Planning	X	Maureen Stokes	Management	X	Scott Bulkley	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management	X	Stephen Eaton	VPAA (Advisory)
X	Nance Nunes-Gill	SLO Coordinator		Michelle Bond	Classified		Virgil Stanford	VPAS (Advisory)
	Robert Stinson	Academic Senate	X	Nancy Olson	Classified		Jim Daniels	VPSS (Advisory)
	Janet Orihuela	ASB Representative				X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	Approve Agenda	Approve	Nunes/Stinson	2013.02.05	Completed
2.	Program Review Rubric: Revise	Approve	Bulkley/Eaton	2013.02.05	Completed
		Revised rubric for evaluation of Program Reviews was approved as submitted.			
3.	Program Review Evaluations	Information	Carter	2013.02.22	Carried forward
		Details including location of Program Review packets, forms, and assignments will be sent to members.			
4.	Follow-Up Report: RED DRAFT	Information	Carter		
		The "Red Draft" of the Follow-Up Report is available for review. Any feedback needs to be submitted no later Monday, February 11.			
5.	Follow-Up Report: Process Debriefing	Discussion			Completed
		<p>Feedback re Follow-Up Report Process</p> <ul style="list-style-type: none"> <li>• Begin earlier!</li> <li>• Systems should be set up around "positions" rather than "people"</li> <li>• Cross training in administration will assist in process, including an "order of succession"</li> <li>• Is IEC "in charge" of accreditation? Not previously, but now it is.</li> <li>• There should be more faculty involvement in the report writing process, similar to the standards committees established for the Self Study.</li> </ul> <p>What went well:</p> <ul style="list-style-type: none"> <li>• IEC was in place and became the task force</li> <li>• Individual initiative helped move things forward</li> </ul> <p>What can be done better next time:</p> <ul style="list-style-type: none"> <li>• What can IEC do to encourage more widespread engagement in the process?</li> <li>• Faculty and classified could be assigned to committees</li> <li>• Enlist participation of those with expertise or interest in certain areas</li> </ul>			
6.	Other: Meeting Schedule	Discussion	Carter	2013.02.05	Completed
		The meeting for the next week will be rescheduled to Thursday, 2/14. The following week will include an additional meeting on Thursday, 2/21 to allow for completion of BAP scoring and prioritization.			

\*Completed, deleted or carried forward



February 14, 2013 1:15 pm IE Conference Room (L-40)								
X	Jamail Carter	(CHAIR) Dean of Research, Development & Planning	X	Maureen Stokes	Management	X	Scott Bulkley	President, AS (Advisory)
	Penny Shreve	Dean of Instruction		Kim Young	Management	X	Stephen Eaton	VPAA (Advisory)
X	Nance Nunes-Gill	SLO Coordinator		Michelle Bond	Classified		Virgil Stanford	VPAS (Advisory)
X	Robert Stinson	Academic Senate	X	Nancy Olson	Classified		Jim Daniels	VPSS (Advisory)
	Janet Orihuela	ASB Representative					Jayne Sanchez	Recorder

	<b>Agenda Item</b>	<b>Action/Decision</b>	<b>Owner/Person Responsible</b>	<b>Complete Date</b>	<b>Status*</b>
<b>1.</b>	<b>Evaluation of 2013 Budget Allocation Proposals: Instructional</b>	Individual deliberation			Carried forward
		BAPs 2013:01 through 2013:13 were evaluated and scored without discussion. Remaining BAPs will be evaluated at the next meeting.			

\*Completed, deleted or carried forward





February 19, 2013 1:15 pm IE Conference Room (L-40)								
X	Jamail Carter	(CHAIR) Dean of Research, Development & Planning	X	Maureen Stokes	Management	X	Scott Bulkley	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management	X	Stephen Eaton	VPAA (Advisory)
X	Nance Nunes-Gill	SLO Coordinator		Michelle Bond	Classified		Virgil Stanford	VPAS (Advisory)
X	Robert Stinson	Academic Senate	X	Nancy Olson	Classified	X	Jim Daniels	VPSS (Advisory)
	Janet Orihuela	ASB Representative					Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	<b>Evaluation of Budget Allocation Proposals: 15-24</b>	Individual deliberation			Carried forward
		BAPs 2013:14 through 2013:24 were evaluated and scored without discussion.			
2.	<b>Evaluation of New Position: Associate Dean, WEDD</b>	Discussion	Eaton		Carried Forward
		Request for new administrative position brought to IEC for evaluation. Discussion held regarding IEC as the appropriate venue, as no BAP was submitted. Eaton advised that this request had been brought forward at least three times and requested that the IEC evaluate and prioritize. Members asked for appropriate back-up material on which to base evaluation as this was not covered in the Program Review. Eaton will provide the departmental Strategic Plan for members' consideration in evaluation of this request.			

\*Completed, deleted or carried forward



February 26, 2013 1:15 pm IE Conference Room (L-40)								
X	Jamail Carter	(CHAIR) Dean of Research, Development & Planning	X	Maureen Stokes	Management	X	Scott Bulkley	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management		Stephen Eaton	VPAA (Advisory)
X	Nance Nunes-Gill	SLO Coordinator		Michelle Bond	Classified		Virgil Stanford	VPAS (Advisory)
X	Robert Stinson	Academic Senate	X	Nancy Olson	Classified		Jim Daniels	VPSS (Advisory)
	Janet Orihuela	ASB Representative				X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	Approve Agenda	Approved			Completed
2.	Workforce & Economic Development Dept. (WEDD) – Strategic Plan	Tabled		3/5/13	Carried forward
		Strategic Plan provided to members for review prior to determining prioritization of Associate Dean position. Further discussion on this item was postponed until S. Eaton can be present.			
3.	2013 Budget Allocation Proposals: Priority Ranking <i>(continued)</i>	Discussion	Carter	3/5/13	Carried forward
		BAP scores and ranking were discussed. <ul style="list-style-type: none"> <li>S. Bulkley indicated that requests for new instructional positions generally go to the Academic Senate.</li> <li>K. Young questioned the status of the computer replacement schedule approved by the Technology Committee, and what affect that would have on the BAPs requesting computers, etc.</li> <li>No administrative comments had been included with the BAPs. Those comments and recommendations would have been helpful in the decision-making process, and should be encouraged in future cycles. Suggestion was made to include a section on the rubric to reflect administrative comments.</li> </ul>			

\*Completed, deleted or carried forward



<b>March 5, 2013</b> <b>1:15 pm</b> <b>IE Conference Room (L-40)</b>							
X	Jamail Carter	<i>(CHAIR) Dean of Research, Development &amp; Planning</i>	X	Maureen Stokes	Management		Scott Bulkley <i>President, AS (Advisory)</i>
	Penny Shreve	<i>Dean of Instruction</i>	X	Kim Young	Management		Stephen Eaton <i>VPAA (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>		Michelle Bond	Classified		Virgil Stanford <i>VPAS (Advisory)</i>
X	Robert Stinson	<i>Academic Senate</i>	X	Nancy Olson	Classified		Jim Daniels <i>VPSS (Advisory)</i>
	Janet Orihuela	<i>ASB Representative</i>				X	Jayne Sanchez <i>Recorder</i>

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	Approve Agenda	Approved	Stinson/Nunes	3/5/13	Completed
2.	Status Update: Program Review Evaluations	Information	Carter	3/22/13	Carried forward
		Reminder regarding committee members' evaluations which will be used as feedback for originators of Program Reviews. Discussion regarding the lack of effectiveness of the rubric when used for Annual Updates. Members advised to use the N/A option when appropriate and provide both commendations and recommendations.			
3.	Strategic Plan for WEDD	Information	Carter	3/5/13	Completed
		Plan was distributed to members for use in determining linkages for prioritization of request for Associate Dean position.			
4.	Associate Dean Position	Prioritization	Carter	3/5/13	Completed
		To maintain an element of consistency in the prioritization process, the request was scored using the same rubric as the BAPs, with linkages based on information contained in the WEDD Strategic Plan. Scores averaged 55; ranking of 11 <sup>th</sup> .			

\*Completed, deleted or carried forward



<b>March 19, 2013</b> <b>1:15 pm</b> <b>IE Conference Room (L-40)</b>							
X	Jamail Carter	<i>(CHAIR) Dean of Research, Development &amp; Planning</i>	X	Maureen Stokes	Management		Scott Bulkley <i>President, AS (Advisory)</i>
	Penny Shreve	<i>Dean of Instruction</i>	X	Kim Young	Management		Stephen Eaton <i>VPAA (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>		Michelle Bond	Classified		Virgil Stanford <i>VPAS (Advisory)</i>
X	Robert Stinson	<i>Academic Senate</i>		Nancy Olson	Classified		Jim Daniels <i>VPSS (Advisory)</i>
	Janet Orihuela	<i>ASB Representative</i>				X	Jayne Sanchez <i>Recorder</i>

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	Approve Agenda	Approved	Nunes-Gill/Stinson	3/19/13	Completed
2.	Approve Minutes: 1/29; 2/5; 2/14; 2/19	Approved	Nunes-Gill/Stinson	3/19/13	Completed
3.	BAP Ranking and Submission to Budget & Finance Committee	Discussion	Carter	3/21/13	Carried Forward
		Concerned expressed regarding the categorical breakdown of prioritizations. Discussion held to clarify intent and determine appropriate language for transmittal to B & F.			
4.	Evaluation of Program Reviews: Update	Reminder re PR evaluations	Carter	3/22/13	Due date moved to 3/25/13
5.	Program Review Committee: Status Report	Information	Young	3/19/13	Completed
6.	Strategic Plan Success Measurement	Information	Carter		Carried forward
		Committee needs to begin development of measures to determine			
7.	ACCJC Requirement for "Institutional Standards"	Discussion	Carter	3/31/13	Carried forward
		Dialog regarding the new requirement for "Institutional Standards" due to ACCJC. Suggestion to use ten-year average of Chancellor's Office data as benchmark for determining "Standard."			

\*Completed, deleted or carried forward



<b>March 21, 2013 Special Meeting 1:15 pm IE Conference Room (L-40)</b>							
<b>X</b>	<b>Jamail Carter</b>	<i>(CHAIR) Dean of Research, Development &amp; Planning</i>		<b>Maureen Stokes</b>	<i>Management</i>		<b>Scott Bulkley</b> <i>President, AS (Advisory)</i>
	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	<b>X</b>	<b>Kim Young</b>	<i>Management</i>	<b>X</b>	<b>Stephen Eaton</b> <i>VPAA (Advisory)</i>
<b>X</b>	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Michelle Bond</b>	<i>Classified</i>		<b>Virgil Stanford</b> <i>VPAS (Advisory)</i>
<b>X</b>	<b>Robert Stinson</b>	<i>Academic Senate</i>	<b>X</b>	<b>Nancy Olson</b>	<i>Classified</i>		<b>Jim Daniels</b> <i>VPSS (Advisory)</i>
	<b>Janet Orihuela</b>	<i>ASB Representative</i>				<b>X</b>	<b>Jayne Sanchez</b> <i>Recorder</i>

	<b>Agenda Item</b>	<b>Action/Decision</b>	<b>Owner/Person Responsible</b>	<b>Complete Date</b>	<b>Status*</b>
<b>1.</b>	Completion of: BAP Ranking and Submission to Budget & Finance Cmte.	BAP Ranking Summary Approval	N. Nunes-Gill/N. Olson	3/21/13	Completed
		Consensus reached regarding categorical breakdown of prioritizations, resulting in four "tiers" of scoring. Additional verbiage to be added to Assoc. Dean transmittal to indicate: 1) it was not a BAP request; 2) scores were not determined in same manner as the BAPs; and 3) IEC's understanding of the status of the position request.			

\*Completed, deleted or carried forward



March 28, 2013 1:15 pm IE Conference Room (L-40)								
X	Jamail Carter	(CHAIR) Dean of Research, Development & Planning		Maureen Stokes	Management	X	Scott Bulkley	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management	X	Stephen Eaton	VPAA (Advisory)
X	Nance Nunes-Gill	SLO Coordinator		Michelle Bond	Classified		Virgil Stanford	VPAS (Advisory)
	Robert Stinson	Academic Senate	X	Nancy Olson	Classified	X	Jim Daniels	VPSS (Advisory)
	Janet Orihuela	ASB Representative				X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status*
1.	Approve Agenda	Approved	Nunes-Gill; Olson	3/28/13	Completed
2.	Approve Minutes: 2/26; 3/5; 3/19; 3/21	Approved	Daniels/Nunes-Gill	3/28/13	Completed
3.	ACCJC Requirement for "Institutional Standards"	Discussion	Carter	3/31/13	Carried forward
	Discussion re determination of BCC "standards" for: course completion rate, student retention percentage, degree completion number, transfer number, and certificate completion number. The definition used by ARCC for "persistence" will be used for "student retention." Dr. Carter will submit the information to ACCJC as discussed.				
4.	BAP Process: Development of Guidelines	Discussion	Carter	3/28/13	Completed
5.	Other: Upcoming Meetings, Schedule Changes	Discussion	Sanchez	3/28/13	Carried forward
	Meeting scheduled for 4/4/13 is cancelled. The meeting on 4/9/13 will move begin time to 1:00 pm. An additional meeting will be scheduled for 4/11/13 for site visit preparation. K. Young requested an agenda item for the next meeting: Defining the IEC.				

\*Completed, deleted or carried forward



**April 11, 2013  
1:15 pm  
IE Conference Room (L-40)**

<b>X</b>	<b>Jamail Carter</b>	<i>(CHAIR) Dean of Research, Development &amp; Planning</i>		<b>Maureen Stokes</b>	<i>Management</i>		<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	<b>X</b>	<b>Kim Young</b>	<i>Management</i>	<b>X</b>	<b>Stephen Eaton</b>	<i>VPAA (Advisory)</i>
<b>X</b>	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>	<b>X</b>	<b>Dayleen Hubby</b>	<i>Classified</i>		<b>Virgil Stanford</b>	<i>VPAS (Advisory)</i>
<b>X</b>	<b>Robert Stinson</b>	<i>Academic Senate</i>	<b>X</b>	<b>Nancy Olson</b>	<i>Classified</i>		<b>Jim Daniels</b>	<i>VPSS (Advisory)</i>
	<b>Janet Orihuela</b>	<i>ASB Representative</i>					<b>Jayne Sanchez</b>	<i>Recorder</i>

	<b>Agenda Item</b>	<b>Action/Decision</b>	<b>Owner/Person Responsible</b>	<b>Complete Date</b>	<b>Status*</b>
<b>1.</b>	<b>Approve Agenda</b>	Approved	Stinson/Young	4/11/13	<b>Completed</b>
	Dr. Carter welcomed new committee member Dayleen Hubby (CSEA representative replacing Michelle Bond).				
<b>2.</b>	<b>Approve Minutes 3/28/13</b>	Approved	Young/Stinson	4/11/13	<b>Completed</b>
<b>3.</b>	<b>ACCJC Follow-Up Visit</b>	Information	Carter	4/11/13	<b>Completed</b>
	The visit from the Follow-Up team will take place April 15 and 16. They will meet with cabinet members, distance education representatives, and other representatives. Dr. Carter applauded all of those who contributed to the Follow-Up Report.				
<b>4.</b>	<b>Program Review Subcommittee Report</b>	Information	Young	5/17/13	<b>Carried forward</b>
	Update presented on progress of PRC in development of PR handbook and modification of Non-Instructional PR form. Rubrics for scoring BAP and evaluating PRs will be included in the handbook.				
<b>5.</b>	<b>BAP Feedback</b>	Information	Eaton	4/11/13	<b>Completed</b>
	Budget & Finance Committee will be responding to BAPs and indicating what moved forward to PAC for recommendation to Cabinet and BOT.				
<b>6.</b>	<b>Program Review Feedback</b>	Information	Carter	4/11/13	<b>Completed</b>
	The Program Review Evaluation Rubrics completed by PR evaluators were utilized as a feedback mechanism and sent to those who submitted PRs.				
<b>7.</b>	<b>Evaluation of Program Reviews</b>	Discussion	Carter	4/11/13	<b>Completed</b>
<b>8.</b>	<b>Meeting Evaluation</b>				<b>Completed</b>
<b>9.</b>	<b>Other</b>	Discussion	Young		<b>Carried forward</b>
	Committee will address definition of IEC duties and clarification of appropriate area(s) of purview.				

\*Completed, deleted or carried forward



**April 30, 2013**  
**1:15 pm**  
**IE Conference Room (L-40)**

<b>X</b>	<b>Jamail Carter</b>	<i>(CHAIR) Dean of Research, Development &amp; Planning</i>	<b>X</b>	<b>Maureen Stokes</b>	<i>Management</i>	<b>X</b>	<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	<b>X</b>	<b>Kim Young</b>	<i>Management</i>	<b>X</b>	<b>Stephen Eaton</b>	<i>VPAA (Advisory)</i>
<b>X</b>	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Dayleen Hubby</b>	<i>Classified</i>		<b>Virgil Stanford</b>	<i>VPAS (Advisory)</i>
<b>X</b>	<b>Robert Stinson</b>	<i>Academic Senate</i>		<b>Nancy Olson</b>	<i>Classified</i>	<b>X</b>	<b>Jim Daniels</b>	<i>VPSS (Advisory)</i>
	<b>Janet Orihuela</b>	<i>ASB Representative</i>				<b>X</b>	<b>Jayne Sanchez</b>	<i>Recorder</i>

	<b>Agenda Item</b>	<b>Action/Decision</b>	<b>Owner/Person Responsible</b>	<b>Complete Date</b>	<b>Status*</b>
<b>1.</b>	<b>Approve Agenda</b>	Approved	Stinson/Nunes-Gill	4/30/13	<b>Completed</b>
	Agenda amended to include approval of 4/11/13 minutes.				
<b>2.</b>	<b>Approve Minutes: 4/11/13</b>	Approved	Nunes-Gill/Stinson	4/30/13	<b>Completed</b>
<b>3.</b>	<b>IEC Committee Charge</b>	Dialog	Carter/Committee		<b>Carried Forward</b>
	<p>Committee began review of the IEC charge and membership. Discussion held regarding the role of the IEC in ongoing accreditation processes.</p> <ul style="list-style-type: none"> <li>• IEC should “oversee accreditation process and encourage campus-wide participation”</li> <li>• Standards I – IV “base” committees should be formed and meet (at least) each semester to look at what is happening regarding each standard and document ongoing efforts. This documentation would then be available as a resource for the full committees for each sub-standard when production of Comprehensive Self-Evaluation is required.</li> <li>• Progress toward meeting the standards could be measured as a component of Program Review, perhaps with a “Critical Success Measure” or similar element.</li> </ul> <p>Discussion will be continued next meeting.</p>				
<b>4.</b>	<b>Program Review Subcommittee (PRC)</b>	Report Out	R. Stinson	4/30/13	<b>Completed</b>
	Review of Non-Instructional PR template has been completed, including some minor, clarifying changes; corresponding material for the handbook has been developed to guide users through the process. Review of the Instructional template has also begun, with completion expected to take less time, as much of the document is the same as Non-Instructional. The PRC will continue to meet until finals week with the intent of forwarding completed templates and draft handbook to the IEC by the end of the semester. The PRC will also meet throughout the summer in preparation for inservice training sessions.				
<b>5.</b>	<b>Summer Meeting Schedule</b>	Dialog	Carter		<b>Carried Forward</b>
	Brief discussion held concerning the needs of IEC and PRC during the summer. S. Bulkley suggested that N. Nunes-Gill and R. Stinson could represent faculty as necessary during summer meetings.				
<b>6.</b>	<b>“Critical Success Factors”: Data Metrics for Non-Instructional Program Review</b>	Discussion	Carter	Tabled	<b>Carried Forward</b>

\*Completed, deleted or carried forward





**May 7, 2013  
1:15 pm  
IE Conference Room (L-40)**

<b>X</b>	<b>Jamail Carter</b>	<i>(CHAIR) Dean of Research, Development &amp; Planning</i>	<b>X</b>	<b>Maureen Stokes</b>	<i>Management</i>		<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	<b>X</b>	<b>Kim Young</b>	<i>Management</i>	<b>X</b>	<b>Stephen Eaton</b>	<i>VPAA (Advisory)</i>
<b>X</b>	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Dayleen Hubby</b>	<i>Classified</i>		<b>Virgil Stanford</b>	<i>VPAS (Advisory)</i>
<b>X</b>	<b>Robert Stinson</b>	<i>Academic Senate</i>		<b>Nancy Olson</b>	<i>Classified</i>		<b>Jim Daniels</b>	<i>VPSS (Advisory)</i>
	<b>Janet Orihuela</b>	<i>ASB Representative</i>				<b>X</b>	<b>Jayne Sanchez</b>	<i>Recorder</i>

	<b>Agenda Item</b>	<b>Action/Decision</b>	<b>Owner/Person Responsible</b>	<b>Complete Date</b>	<b>Status*</b>
<b>1.</b>	<b>Approve Agenda</b>	Approved	Nunes-Gill/Stinson	5/7/13	<b>Completed</b>
<b>2.</b>	<b>Approve Minutes: 4/30/13</b>	Approved	Stinson/Nunes-Gill	5/7/13	<b>Completed</b>
<b>3.</b>	<b>2013 Budget Allocation Proposals: Results from Budget &amp; Finance (B &amp; F)</b>	Discussion	Eaton	5/7/13	<b>Completed</b>
	B & F forwarded the information regarding decisions made on the 2013 BAPs. The summary sheet, as well as the individual BAP Transmittals with B & F info can be found in the IEC folder on the "I" drive. Feedback has not yet been provided to the BAP originators, but is forthcoming.				
<b>4.</b>	<b>IEC Committee Charge: Defining the IEC</b>	Discussion (Continued)	Carter		<b>Carried forward</b>
	<ul style="list-style-type: none"> <li>• IEC needs further clarification re categories of monies considered in the BAP ranking process (ie ongoing costs, new funding)</li> <li>• Out-of-Cycle BAPs: Certain requests could be considered out of the ordinary cycle if introduced via Cabinet, accompanied by appropriate data, and include rationale for being out of cycle.</li> <li>• Recommendation to be made to PAC to modify the IEC "charge" in PGH to include ongoing accreditation activities. Proposed revised charge attached.</li> </ul>				
<b>5.</b>	<b>Data Metrics for Non-Instructional Program Review</b>	Discussion	Carter		<b>Carried Forward</b>
	Introductory discussion regarding various elements as potential "Critical Success Factors" for Non-Instructional Program Review, including: customer service feedback, communication of essential information, orientation of customers/stakeholders to necessary and required information, and satisfaction with group dynamic.				

\*Completed, deleted or carried forward



**July 24, 2013**  
**4:30 pm**  
**IE Conference Room (L-40)**

X	<b>Stephen Eaton</b>	<i>(CHAIR) VPAA</i>		<b>Maureen Stokes</b>	<i>Management</i>	X	<b>Sally VanDenBerg</b>	<i>President, AS (Advisory)</i>
	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	X	<b>Kim Young</b>	<i>Management</i>	X	<b>Virgil Stanford</b>	<i>VPAS (Advisory)</i>
	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Dayleen Hubby</b>	<i>Classified</i>		<b>Jim Daniels</b>	<i>VPSS (Advisory)</i>
	<b>Robert Stinson</b>	<i>Academic Senate</i>	X	<b>Nancy Olson</b>	<i>Classified</i>	X	<b>Trinda Best</b>	<i>Guest</i>
	<b>Janet Orihuela</b>	<i>ASB Representative</i>				X	<b>Deborah DiThomas</b>	<i>Guest</i>
						X	<b>Jayne Sanchez</b>	<i>Recorder</i>

	Agenda Item		Person Responsible	Status*
1.	<b>Approve Agenda</b>	<b>Action</b>	<b>Eaton</b>	<b>Completed</b>
	Agenda was modified to move item "8: Other" to the beginning of the meeting and to include an additional item, "Director of Information Technology," immediately following.			
2.	<b>Other</b>	<b>Discussion</b>	<b>DiThomas</b>	<b>Completed</b>
	<ul style="list-style-type: none"> <li>Dr. DiThomas spoke to the group regarding the need for clarification of the roles of the IEC and PAC in the overall strategic planning process.</li> <li>Stephen Eaton will be the designated Accreditation Liaison Officer (ALO), and will remain as chair of the IEC.</li> <li>The committee was reminded of the ACCJC requirement for a cohesive planning structure, as well as the need for documentation of institutional dialog concerning integrated planning.</li> </ul>			
3.	<b>Director of Information Technology Position</b>	<b>Information</b>	<b>DiThomas</b>	<b>Completed</b>
	Dr. DiThomas discussed the immediate need to fill the vacant Director of Information Technology position. The importance of filling this position was recognized in the Information Technology Services (ITS) Program Review. The committee understood and agreed with the rationale presented for moving forward to fill the vacancy.			
4.	<b>Consideration of revised Instructional and Non-Instructional Program Review forms.</b>	<b>Discussion</b>	<b>Young</b>	<b>Completed</b>
	<p>K. Young reviewed the revisions made to the Program Review forms. The Instructional and Non-Instructional forms are identical, except for items #3 and #4. Item #3 is "Data" and the questions regarding data are different for Instructional and Non-Instructional areas. Instruction item #4 is "Curriculum" and the corresponding Non-Instructional item refers to "Policies and Processes."</p> <p>V. Stanford referred to the item in the ACCJC Visiting Team Report regarding space: <i>"Although the Facilities Master Plan provides a framework for future facilities development, there is currently no process at the college to identify and reallocate existing space to meet the needs identified through the program review process."</i> He suggested that a form to identify appropriate information be developed and included as part of the Budget Allocation Proposal process.</p>			
5.	<b>Program Review Handbook DRAFT</b>	<b>Discussion</b>	<b>Young</b>	<b>Completed</b>
	K. Young briefly reviewed the current draft of the Program Review Handbook, indicating it should be considered a dynamic document which will be added to and amended as necessary.			
	The balance of the agenda was tabled due to lack of time and will be addressed at the next meeting: <b>Approve Minutes from 5/7/13</b> <b>Timeline for 2013-14 Integrated Planning Cycle (Discussion)</b> <b>Follow-Up Response to ACCJC (Discussion)</b> <b>Proposed "Student Technology Survey" (Information)</b>			<b>Carried Forward</b>
	<b>Meeting Adjourned at 6:05 p.m.</b>			

\*Completed, deleted or carried forward