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IEC Minutes for November 15th Meeting

The meeting was officially started at 2:05 pm.

There was no public comment.

**APPROVAL OF MINUTES**: Vicki moved to approve the November 1st Meeting minutes. Guy seconded, everybody approved.

**INFORMATION ITEMS**

- Educational Master Plan (EMP)- Hazel gave an update of the current work of EMP. EMP is currently working on foundational data to identify trends by comparing EVC to other Silicon Valley Community Colleges. EVC is distinctive in several areas – greatest ethnic diversity; more students continuing than other area colleges; comparatively high proportion of EVC Undecided/Other students transfer to a 4-year college or university; EVC students show comparatively higher rates of feeling supported by their college and Student/Faculty Interaction; EVC students perceive, witness, and experience racism less at EVC than they do in the community.

- Institutional Self Evaluation Report (ISER)- The tri-chair committee will be presenting the outline of their drafts on ISER November 17th meeting.

- Update on Program Review on CurriQunet- Fahmida reported that Bob and she tested the program review approval process, and it is working fine.

- Email reminders sent to authors on 11/14; next reminder 11/21; final reminder 11/27- Committee suggested for sending the final reminder on 11/29th instead of 11/27th.

- Updated List for Mentor/Second Reader- Fahmida shared the updated list for mentor/second reader with the committee.

- Mentor/Second Readers Feedback Timeline- Fahmida went over the
mentor/second reader feedback timeline with the committee to point out the deadlines for providing feedback to the program review authors.

- YESS Program Review- YESS program requested to defer their program review until 2022/23 cycle.

**DISCUSSION ITEMS**

- Review the Mission Statement- Antoinette asked what the timeline is for reviewing the mission statement. Fahmida replied that 2019 was the last time when the mission statement was reviewed and updated. She added that as far as she knows from an email conversation with the past Accreditation Liaison Officer that the mission is not due for reviewing until fall 2022.

**ACTION ITEMS**

- Defer YESS Program Review until 2022/2023 Cycle- Committee voted to defer YESS Program Review until 2022/2023 Cycle.
- Making provision for doing multiple areas of program review in one program review in the interface of program review module in CurriQunet- No decision was made because of lack of quorum.

Meeting was adjourned at 3:35 pm.
IEC Minutes for November 1st Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

**APPROVAL OF MINUTES:** Guy moved to approve the October 18th Meeting minutes. Vicki seconded, everybody approved.

**INFORMATION ITEMS**

- **Educational Master Plan (EMP)** - EMP was kicked off on October 25th.
- **Institutional Self Evaluation Report (ISER)** - The tri-chair committee is currently working on gathering evidence for ISER which will be presented on November 17th meeting.
- **Program Review Training Sessions on October 20th, 21st, 26th and 28th** - Fahmida notified that four more program review training sessions were held on October 20th, 21st, 26th and 28th to help the program review authors in completing their program reviews.
- **Program Review Module in CurriQunet** - Fahmida gave an update of the program review module. Bob said the system is working fine and shared that the PR module is not showing correct list of courses for Accounting on the program review cover page. Fahmida said that the CurriQunet team is working on fixing the issue. Staring this year, IEC is providing prepopulated data into the program review template as suggested by Academic Senate Ad hoc committee. Hazel suggested in creating share point folder where the excel data for program review can be stored and giving access to the program review authors to the folder. She also suggested to provide access to CROA to the program review authors so that they can access their program review data. Fahmida reminded
that the reason Academic Senate Ad Hoc committee suggested not to provide the excel spreadsheet to the program review authors any more is to make the process simpler since lots of faculty feel overwhelmed by looking into the excel spreadsheet. Therefore, asking/providing program review authors to access to share point folder or CROA may make them feel overwhelmed as well.

DISCUSSION ITEMS

• Mission Statement- The committee reviewed the mission statement. Hazel suggested to change the term ‘career technical education’ into ‘career education’. Antoinette agreed. VP Pouncil said that the mission statement should be reviewed by different committees as it is required by ACCJC.

• What can we do to implement Institutional Effectiveness Partnership Initiative (IEPI) practices in our committee?- Fahmida asked what the charge of IEC is in implementing Institutional Effectiveness Partnership Initiative (IEPI) practices. VP Pouncil shared a plan and said that IEC should be designing and implementing systematic cataloging and reviewing of college procedures & practices based on the IEPI framework and create and implement process and timeline for regular review and improvement of college procedures & practices. Fahmida asked where we can find the information about all the policies, procedures, and practices of our college so that IEC can make a plan to review them. VP Pouncil suggested that we should discuss it outside of this meeting. Garry notified that the Curriculum and the SLOAC committee are currently working on this and are going to present their work on tomorrow’s Academic Senate meeting.

Meeting was adjourned at 3:14 pm.
IEC Minutes for October 18th Meeting

The meeting was officially started at 2:03 pm.

There was no public comment.

APPROVAL OF MINUTES: Henry moved to approve the October 4th Meeting minutes. Eric seconded, everybody approved.

INFORMATION ITEMS

- Educational Master Plan (EMP)- Fahmida notified the committee that the EMP steering committee will be meeting with the consultant on October 21st to kick off the Educational Master Plan.
- Institutional Self Evaluation Report (ISER)- Fahmida reported that the 1st draft of ISER is due on October 22nd and the tri-chairs are meeting on October 19th.
- Program Review Training Sessions on October 11th and 12th- Two more program review training sessions were held on October 11th and 12th to help program review authors with their program reviews.
- Update on Program Review Module in CurriQunet- Fahmida gave an update of the program review module. She said that the dropdown menu of foreign language is now have all the foreign languages including sign language.
- Program Review Feedback Survey- The program review feedback survey will be sent to the program review authors by the end of October so that they can share their experiences in completing their program reviews.
DISCUSSION ITEMS

- SLO & PLO Compliance and Program Review- Currently, the process IEC have for approving any program review is that all the SLOs and PLOs of the program have to be assessed every two years. In case if any program is outdated it needs to update the program first before doing any work on PLOs. The way IEC worked in the past is that the IEC chair sends the list of program reviews that are due for the upcoming cycle to the SLO coordinator in late April /early May. Then the SLO coordinator reach out to the program review authors in early September and help them to complete their SLO and PLO assessments. Some of the programs that are due for program review this year, have outdated programs which they did not know about. Therefore, they couldn’t update/assess their PLOs which is required to get their program review approved. Fahmida raised the question - how can we have a more transparent process so that program review authors know this information ahead of time? Vicki replied that usually at least once a year, Jovita sends the list of outdated programs to the division deans. Henry suggested that it would be good to send a copy of the list of outdated programs to the IEC chair and SLO coordinator.

- Making provision for doing multiple areas of program review in one program review- The committee discussed the rationale for making provision of combining multiple areas of program review in one program review and decided to revisit the issue in upcoming meeting.

Meeting was adjourned at 2:46 pm.
IEC Minutes for October 4th Meeting

The meeting was officially started at 2:04 pm.

There was no public comment.

APPROVAL OF MINUTES: Henry moved to approve the September 20th Meeting minutes. Vicki seconded, everybody approved.

INFORMATION/DISCUSSION ITEMS

- Spring 2021 Surveys- Hazel talked about survey results from different surveys that EVC took part in the Spring such as CCSSE Survey, CCSSE’s Race/Ethnicity Pilot Survey, USC Survey, Winter-Spring 2021 CCC Statewide Enrollment Survey, Precision Campus Survey. She also shared the Survey Schedule Calendar with the committee.

- Update on Institutional Self Evaluation Report (ISER)- VP Pouncil provided an update on ISER development and process for the ACCJC Fall 2023 physical visit. He said that in this cycle, EVC will have a tr-chair model that includes faculty, classified professionals as well as administrators. IEC will serve as ground zero for pivoting and doing and the ISER committee will share out information here. Dr. Pouncil added that ISER updating review meeting was held on September 23rd where they reviewed the work that is already in progress. He shared the accreditation timeline and the development of the ISER as well. The deadline for the 1st draft of the document is October 22nd.

- Issues with program review module in CurriQunet- Fahmida shared with the committee two issues in the program review module that are needed to be
fixed. The first one is the drop-down list of Foreign Language that does not show Sign Language – it only shows French, Spanish and Vietnamese. The second issue is some programs in student services areas and in Language -Arts division would like to cluster the program reviews of multiple areas. For example, combining French, Sign Language, Spanish, and Vietnamese in one Foreign Language program review or combining Counseling, Early Alert, Probation/Dismissal, transfer Center in one program review. But the problem is that the current structure of the program review module does not have provision for doing so. Therefore, the only way, program can combine multiple areas of program review is to combine the data (for example, using the average of the data for French, Sign Language, Spanish, and Vietnamese). But this would not reflect the actual trend in data for each area of foreign language. The committee discussed the issue at a great length. VP Willis shared his concern about data integrity and said how can we evaluate if we combine individual services in student service areas-for example, transfer center services is different from counseling services. Antoinette suggested that the program review authors need to explain in the narrative the data trend for each of their areas. VP Pouncil said that the Foreign Language should complete separate program reviews to preserve the data integrity.

- Mentor and Second Reader Notification Emails were sent last week- Fahmida notified the committee that the mentor and second reader’s notification emails were sent to the deans and program review authors in the week of October 25th.

- Review how the PR Training Session went- Fahmida reported that the program review training sessions on September 27th, 29th and October 1st were well attended. These Training sessions were scheduled to help the PR author with their program reviews especially with the data questions. This year, the training is crucial because starting this year we are going to use CurriQunet for program review.

**ACTION ITEM**

To preserve the data integrity, the Committee unanimously voted that program should not cluster multiple areas of program review in one program review in the current structure of program review module.

Meeting was adjourned at 3:35 pm.
IEC Minutes for September 20th Meeting

The meeting was started officially at 2:09 pm.

There was no public comment.

APPROVAL OF MINUTES: Guy moved to approve the May 3rd Meeting minutes. Bob seconded, everybody approved.

INFORMATION/DISCUSSION ITEMS

1. Accreditation
   - Update on Institutional Self Evaluation Report (ISER)- Fahmida reported that the ISER teams have reviewed the previously submitted Institutional Self Evaluation Study (ISER) and have been working on the sections that have been assigned to each team. The team will be meeting next week to convene and provide updates on ISER timeline, section updates etc.

2. Program Review
   - Update of program review module on the CurriQnet- So far, the program review module is working fine without any problems. Fahmida requested the members to test the system as much as they can. Vicki suggested that we need to test whether program review goes through the approval process correctly when it is launched. Committee agreed.
• Discuss PDD Program Review Session - The program review session on August Professional Development Day was successful and well attended. Couple of great feedbacks were received from the attendees.

• PR Training Sessions: Sep 27, Sep 29, and Oct 1 - Training sessions are scheduled to help the PR author with their program reviews especially with the data questions. Also, the training is crucial because starting this year we are going to use CurriQunet platform for program review.

• Assign mentors for 2021/22 cycle and late PR cycle - Committee agreed on the assigned mentor list for 2021/22 cycle and late PR cycle.

• Establish goals for the IEC 2021/22 academic year - The committee approved the following goals for 2021/22 academic year:
  o Go live on CurriQunet
  o Create frequently asked questions (FAQ)
  o Reevaluate the processes
  o Prepare Program Review Schedule for the next ten years
  o Assess special program needs and update the program review templates accordingly
  o Complete and post instructional video for completing program review in CurriQunet

3. Strategic Planning

• Educational Master Plan (EMP) - President Gilkerson provided a broad overview of the kickoff of the EMP. The last EMP for our college was done in 2015 and it was 200 pages long. She said that we usually build our EMP and then go to our strategic plan process to implement the EMP. She added that part of her philosophy around this is how do we make things easier for our college and who says we have to do that way. What is important is that a college adopts and understands where they would want to go and then actually does good processes to evaluate where that is and to think about how they are going to get there. Dr. Gilkerson shared the guiding principles of developing an Educational Master Plan for EVC which will be centering students’ voices as the primary source of data. This also will create opportunities for students, employees and community input and embedding opportunity, equity, and social justice as foundational to plan’s development. She continued that the idea here is to create a actionable plan, as a guide for the college’s future direction-not to create a 200 pages document- create a 20/30 pages document that really does sort of collapse and codified, but that gives us framework so that we do not have to build a strategic plan. She said that we will be having a data dashboard and in the fall semester, we will be listening and hearing from our students directly- we will be doing student focus groups and an external environmental scan as well. We have done surveys and we have AB705 plan, equity plan. So we want to take all these data and really understand it and use it as foundational to community engagement input. President Gilkerson shared the tentative timeline for implementing the kickoff of the EMP as well. Bob asked how many years are the EMP for? Dr. Gilkerson replied that we usually do it for every 5 years. Eric asked whether we have to get back to the facilities master
plan once we have our EMP and the president replied yes.

Meeting was adjourned at 3:39 pm.