

RIO HONDO COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
TUESDAY, NOVEMBER 13, 2012 - 1:00 PM, ROOM L402
MINUTES

Members Present: Howard Kummerman, Rebecca Green, Lydia Gonzalez, Robert Bethel, Sally Willsey, Mark Gutierrez, Walter Jones, Kenn Pierson, Lisa Sandoval, Steve Koelle

Members Not Present: Gene Blackmun

AGENDA ITEM	DISCUSSION	FOLLOW UP
I. Welcome	Howard called the meeting to order at 1:05pm.	
II. 2013-2014 Planning Process	<p>Howard gave an update on the planning process. Issues with Unit Plans have been resolved thanks to Gary VanVoorhis' expertise. Howard will look into an additional issue and see if there is a character limit on text that can be entered.</p> <p>So far, the software has been stable. The deadline to submit Unit Plans has been extended to Friday, November 30.</p> <p>Howard reported that the second meeting of the Program Review committee met last Friday. Twelve Program Reviews have been completed. The remaining three will be completed on Friday, November 16.</p> <p>Lydia commented that she liked the consistency of the Program Review Committee. She commented that she learned a lot about the programs by being a committee member. Mark shared that same thought. It was good to have the Child Development Center and Child Development Education Program Reviews scheduled back-to-back. The same goes for Calculus, Basic Skills Math, and Transfer Level Math which were also scheduled back-to-back.</p> <p>Howard commented that the Program Review committee members complemented each other very well.</p> <p>Lydia commented that Howard and Marie make a good team.</p>	

	<p>The first set of Executive Summaries has been sent out to the programs. Marie is currently working on second set. Program Review Coordinator (Marie Eckstrom) receives 20% release time.</p> <p>Programs are already asking when comments can be put into their Program Review document.</p> <p>Howard commented that people are doing a better job this year. They are taking it more seriously and have the involvement of their plan teams.</p> <p>It was suggested that the Mailroom program be combined with other contract programs.</p> <p>All agreed that the programs going through review and the review cycle need to be revisited. Kenn suggested that this is done on an annual basis as part of the IEC.</p> <p>Howard stated that the Institutional Planning Retreat date has to be changed due to the presidential interviews. Another date will be chosen once the Master Calendar is reviewed.</p>	
<p>III. 2014 Accreditation Self Study</p>	<p>There was discussion about additional people to add to the committee and how often to meet.</p> <p>All agreed that those who should be invited are:</p> <p>Matt Koutroulis – as the SLO liaison to all committees.</p> <p>Jim Sass – data</p> <p>Chedva Weingart – Director of Accounting</p> <p>Student? - There is a question of consistency. Student Emilio Nunez was suggested, since he is actively involved with PFC. Need to look at value to both student and committee. This will be revisited at start of next semester.</p> <p>Kenn suggested that maybe it would be better to have students serve as consultants. Maybe a team of student consultants or liaisons for the entire</p>	

	<p>process would be a good idea. More discussion to follow.</p> <p>Marie Eckstrom? – for Program Review portion.</p> <p>Lydia suggested including one page of program highlights from Program Review in the next FLEX meeting package.</p> <p>There was another suggestion to highlight the Program Reviews in an e-Messenger sent out by the President’s office.</p> <p>It was decided that the Standard 1 committee will meet during the 2nd IEC meeting of each month.</p> <p>How to write?</p> <ul style="list-style-type: none"> - Combination of paragraphs and bullet points - Include evidence and backup - Identification of areas where we have gaps - How to deal with gaps <p>How will we organize ourselves?</p> <ul style="list-style-type: none"> - Look at questions in Guide to start - Review follow-up report from last time - Need to show how we followed up last time 	<p>Howard will send prior year’s Standard 1 document to the IEC committee</p> <p>Howard will send copy of follow-up report from last time to IEC members</p>
<p>IV. Planning Process Plan Update</p>	<p>Need to update planning process document</p> <p>Mission statement – is it right? Does it say what we want it to say? PFC has already looked at it and realized that it should be a campus process, not just PFC. Can be done at planning retreat or campus forums? More discussion to follow.</p>	
	<p>Meeting adjourned at 1:55pm</p>	
	<p>Next meeting is on November 27, 2012</p>	