



**Institutional Effectiveness and Assessment Committee
Minutes
December 12, 2007**

Members Present: Bonnie Jaros, Sara Lundquist, Jeff McMillan, Julie Slark, Maria Sugrañes, Sharon Whelan

- I. Approval of Minutes of October 31, 2007—The minutes were approved as written.
- II. Approval of Minutes of November 28, 2007—The minutes were approved as written.
- III. Program Review: Part I—*Portfolio Assessment/Program Review*—The draft document was reviewed and changes were made. (Please see attached) It was also decided that the Division Curriculum Committees will validate the *Portfolio Assessment/Program Assessment* report of departments designated for *Portfolio Assessment/Program Review* by April 30th. A list from each Division Curriculum Committee will then be sent to the IE&A Committee. A few departments have been selected for a pilot PA/PR for spring 08. Bonnie will request Norm provide this list. Thereafter, departments will be designated on a quadrennial basis alternating with curriculum quadrennial revisions. Bonnie will get the list of quadrennial revisions for 08-09 from Huong Banh.
- IV. Planning Calendar—The month-by-month planning calendar will be updated to reflect the PA/PR deadlines to the Division Curriculum Committees and then to the IE&A Committee. (Please see attached)
- V. Strategic Plan Update Reporting—Bonnie will request that President Martinez put this on the agenda for the joint meeting of President’s Cabinet and the Academic Senate Executive Committee during flex week early February 08. Implementation of the Strategic Plan is an operational issue, and the appropriate supervisors should let their respective departments know of their obligations. The Responsibilities Grid will inform this work.

- VI. Other—Bonnie reported that she met with President's Cabinet yesterday and it was agreed to use the original mission statement sent to College Council by IE&A.

The next meeting will be January 23, 2008 at 1:00 pm in the Academic Senate Conference Room.

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