



**Institutional Effectiveness and Assessment Committee
Minutes
November 28, 2007**

Members Present: Norm Fujimoto, Ray Hicks, Thom Hill, Bonnie Jaros, Jeff McMillan, Julie Slark, Maria Sagrañes, Sharon Whelan,

- I. **Approval of Minutes of November 14, 2007:** This item was pulled since it was placed on the agenda in error. The meeting of November 14, 2007 was cancelled. The minutes of October 31, 2007 will be approved at the December 12, 2007 meeting.
- II. **Program Review:**
 - A. The discussion yielded that the Program Review of the college should include the department level, the division level, student services, administrative services and President's Cabinet. Bonnie will talk with the members of the President's Cabinet to discuss this issue. It was also recommended that Bonnie make an appointment with Chancellor Hernandez to discuss program review at the district level, since it would demonstrate the services provided by the district to the colleges and the collaboration needed to provide those services. Julie Slark reported that the Research Department and the Resource Department, both part of Educational Services at the District Office, currently conduct program review.
 - B. The department-level was discussed: The *Portfolio Assessment/Program Review* will be conducted quadrennially, alternating with curriculum quadrennial review. At the next meeting departments will be identified for a pilot in spring 08. The contents of the portfolio should include but not be limited to: goals; progress toward goals; funding requests, i.e., budget, staff, facilities, technology other equipment; meeting minutes; course outlines, SLO assessment; highlights and accomplishments; partnerships; advisory committees; outside discipline accrediting agencies; data/statistics (e.g., enrollment

trends, grade distribution, student persistence, student retention, student success, faculty load, list of majors/certificates, transfer rate, number of degrees granted); surveys, e.g., student, faculty, *ad hoc*.

- III. **Planning Calendar:** The planning calendar will be updated to include SAC Budget and Planning Committee information as well as BAPR information, and Division-level summary reports (i.e., Portfolio Assessment aggregate).
- IV. **Strategic Plan:** Early spring 08, the IE&A committee will review the status on the goals set in the *Strategic Plan*.
- V. **Other:** The next meeting will require a “Whiteboard” so the committee may look at examples of department portfolios.

The next meeting of the IE&A is December 12, 2007 at 2:00 pm. The room will be announced.

BNJ/