MINUTES

Wednesday, August 5, 2015
12:45 pm - 2:45 pm
SSB-414

Meeting Start
Meeting called to order at 12:49 by Rebecca Tillberg.

Minutes from the Previous Meeting
Minutes from the July 1 meeting were approved

Meeting Schedule
The Committee approved the proposed meeting schedule for the coming year. The October meeting will be moved to the 14th due to the RP Strengthening Student Success conference.

Program Review
R. Tillberg described several changes to Program Review.

Several of the changes involve improvements made to IES. One improvement is that Program Review members can be added to units after Program Review has been started. The ability to add a chair or team member who is new to Program Review will enable them to see past years’ responses in IES.

Another change in IES is that the Planning section responses from the previous year will be rolled over. This change will necessitate placing a message in the Resource Request section to direct users to indicate if
the resource request is rolled-over from the previous year or if it is new. The group talked about how to deal with this given technical limitations that limit the amount of space for messages and response items.

Another change is the addition of the FPIP form to IES. The committee discussed ideas about how to best implement this. One idea that will be implemented is to create an FPIP resource request module distinct from the standard resource request module so as to make the change explicit. The group also decides to remove two items from the form.

Another change in IES is the ability to upload files to question items. While this feature still needs to be tested, it may allow for data reports to be uploaded directly to Program Review question items, which several members saw as being more convenient. They also discussed whether the ability to upload files by the user to question responses would be useful.

New Program Initiation Process

There is a draft handbook for the New Program Initiation process and a website in the works. The website outline was distributed. It was noted that this process is for new instructional programs and that the process might be expanded to new courses as well.

Committee Self Evaluation

R. Tillberg distributed a draft of the committee self-evaluation. The group discussed any additional ideas regarding past accomplishments, challenges and goals for the PIE committee. Two ideas: to encourage participation from newer faculty and staff; and to make note of the difficulty classified staff have in participating because of scheduling and operational limits, were discussed as potential recommendations.

Accreditation Update

The District Office is conducting a functional review, going area by area making connections with various accreditation standards. R. Tillberg passed out a handout summarizing the review of Institutional Effectiveness responsibilities distributed among the District and College levels. The committee discussed how the College reports to local stakeholders in various ways prompted by a question from a committee member.

MEETING ADJOURNED 2:35 P.M.