

Vice President, Instruction or Designee (Tri-Chair)	Kelly Fowler	X	Information Technology (appointed by VP, Admin Services)	Monica Cantu-Chan	X
Director, Research & Institutional Effectiveness (Tri-Chair)	Patty Quinones	X	Instruction (appointed by the VP, Instruction)	Lianne Maldonado-Greenlee	
Faculty Outcomes Coordinator (Tri-Chair)	Kelly Coreas	X	Instructional Dean (appointed by VP, Instruction)	Sylvia Ruano	
Academic Senate President or Designee	Tania Anders	X	School of Continuing Education (appointed by VP, SCE)	Minerva Avila	X
Faculty Accreditation Coordinator or Designee	Allie Frickert	X	Senior Facilities Planner or Designee	Vacant	
Faculty - Career Education (appointed by Academic Senate)	Jennifer Hinostroza	X	Student Services (appointed by VP, Student Services)	Lina Soto	X
Faculty - Credit (appointed by Academic Senate)	Pauline Swartz	X	Business Analyst, Instruction	Krupa Patel	X
Faculty - Noncredit (appointed by Academic Senate)	Landry Chaplot		Classified (appointed by CSEA 262)	Yvette Garcia	X
Faculty – Student Services (appointed by Academic Senate)	Vacant		Classified (appointed by Classified Senate)	Vacant	
Student (appointed by Associated Students)	Sean Moon		Classified (appointed by CSEA 651)	Vacant	
Associate Vice President, Instruction	Meghan Chen	X	Educational Research Assessment Analyst (appointed by Director, RIE)	Annel Medina Tagarao	X
Fiscal Services (appointed by VP, Admin Services)	Rosa Royce	X	Guest – Senior Research Analyst	Cathy Stute	
Human Resources Manager (appointed by VP, HR)	Ryan Wilson		Recorder	Wendi Alcazar	X

AGENDA				
Topic		Time	Discussion/Outcome	
1.	Welcome	1:30		
2.	Review of the Agenda	1:33	<ul style="list-style-type: none"> Reviewed. 	
3.	Approval of the October 23rd Minutes	1:38	<ul style="list-style-type: none"> Reviewed, a motion to approve the minutes made by P. Swartz, 2nd T. Anders. Approved. 	
4.	IEC & PIE Website Update/Merge	1:45	<ul style="list-style-type: none"> We need to start looking at the website and identify key items that should be moved to the IEC webpage. Krupa maintains the PIE website. How do we want to handle merging the websites? Add a disclaimer at the top of the PIE website that it has been merged with IEC. We could link the PIE website to the IEC and keep the information on the PIE website. If we merge the two it might get harder for people to find information. Anything specific to the PIE committee would need to be removed. All other information should stay and be linked to the IEC website. IEC has its own goals, purpose, function, and membership. We can link to the PIE minutes. There is a PIE committee webpage and then the PIE resources webpage. It looks like we only need to link the resources. 	

			<ul style="list-style-type: none"> • Can we have one section on the IEC page that links to the PIE minutes, goals, purpose, function, and membership? • What happens with accreditation if they click on the links? What if the links are broken? • The links are screenshots, they are not live links. • We will archive the committee minutes, purpose, function, and goals. Getting rid of the PIE Committee webpage.
5.	<p>Program Review Workgroup Update</p>	2:00	<ul style="list-style-type: none"> • The PIE/Program Review workgroup met for the first time. <p style="text-align: center;">Program Review Workgroup Agenda</p> <ol style="list-style-type: none"> I. Meeting schedule <ol style="list-style-type: none"> a. Two more meetings with the workgroup before the end of Fall. Wednesdays from 1:30 to 3:00 (on the Wednesdays that IEC does not meet) II. Work completed to date <ol style="list-style-type: none"> a. Moved to a three-year cycle b. Re-envisioning PIE c. Review new ACCJC standards and identified elements that are needed in PR. d. Mt. SAC 2035 driving force for Program Review III. Revisions that need to be completed <ol style="list-style-type: none"> a. Program Review Templates <ol style="list-style-type: none"> i. Do we want an Instruction, Student Services, Admin Services templates? ii. Do we want an instruction and non-instruction template? <ol style="list-style-type: none"> 1. We want to incorporate metrics that are in Mt. SAC 2035 – we can ask a question(s) regarding what a unit is currently doing that supports one of the metrics that will be in Mt. SAC2035? 2. Need to have the opportunity to have unit specific question? iii. What will the Comprehensive template look like? (deeper dive) iv. What will the Annual update look like? (update goals and resources) b. Need to start building out what we what program review to look like in <u>Nuventive</u>. <ol style="list-style-type: none"> i. Want to see examples of how other colleges have set up their program review in <u>Nuventive</u>. c. Prioritization Rubric – Propose that IEC & Budget work on this together? (Priorities should include Safety, Compliance/Mandates, then Mt. SAC 2035) d. New training – technical and broader goal setting training <ul style="list-style-type: none"> • The workgroup will have two more meetings before the end of the Fall semester. • A lot of the work we did in IEC last Spring is taking effect. Mt.SAC 2035 will be the driving force. • What are we doing as units to move forward? • We discussed templates. Do we want different templates for different units? Instruciton versus non-instruction? • How do we incorporate the metrics in Mt.SAC 2035? We can't wait for the completion of 2035, we need to ask what they are doing now. • Do we need to ask units specific questions? • How many template options should be available? • Templates make it easier, not only to complete but also to gather information from them. • Two templates? One for instruction and one for non-instruction. • Ask some of the units for feedback. For example, the library will need both.

- The library is instruction but also has different needs.
- Student Services is in the same situation, they will need both.
- We may be able to capture this by adding questions.
- We could also do both.
- We must ensure that every area can input the information we need.
- CTA will use both as well.
- One long template would work for everyone. Giving an option to skip certain questions that don't apply to their area.
- Program Review Questions.

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

List your Faculty and/or Staff

Describe your current utilization of facilities, including labs and other space

Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement.

How is technology used by the discipline, department?

How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and Distance Education courses?

Please review your course outlines of record in CurricUNET Meta to determine if they have been updated or deactivated in the past three years. Specify when your department will update each one, within the next three years.

Please summarize the Discipline, Department or program of study plans for curriculum plans for improvement. Below, please provide details for individual course improvement. Add plans for new courses here.

List your Student Learning Outcomes

Were there any obstacles experienced during assessment? What worked well? (Mainly based on evidence in the report, attach other evidence as necessary)

What percent of your programs have been assessed?

How has your dept worked together on assessment (planning together)? Describe how your dept works well on assessment? Describe things that went well or obstacles. What aspects of assessment work went especially well in your department and what improvements are most needed?

Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.

Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.

DIVISION PURPOSE: Purpose (describe the purpose of the Division/Program/Service)

DIVISION PURPOSE: Purpose Alignment (Describe how the stated purpose aligns with the college Mission statement.)

Program Curriculum | Enrollment Data | Completion Data | (+)

- We will have the workgroup vote on which questions they feel best suit the template. This feedback is due next Wednesday.
- If anyone wants to contribute input regarding the questions, let P. Quinones know and she will send them to you.
- At this point Nuventive doesn't need our questions, they want to know the layout we want so they can start building it out.
- In January we need a good picture of what that will look like so they can start building it.
- The Prioritization rubric was discussed.
- The rubric is needed so that each unit knows how their requests will be ranked.
- In the spring we can work on the rubric together.

			<ul style="list-style-type: none"> • The training is the last bit, Krupa does a great job of updating the training. • We also need broader training about how to make sense of data. • Broader training that will address this is also on our to-do list. • We meet next Wednesday and will start working on the next steps. • Do we want PIE training for FLEX? • PIE opens in December however, few people work on it in December. • The official email can go out, we have all the new resources listed. • As we move into the revised program review do we want to take a peak and review them? • Faculty are maxed out right now with Fall winding down. Winter might be better for faculty participation. • Perhaps send an email before the semester ends and then specify, that the new 3-year cycle has not started. • Should we send out the email sooner, so that department chairs have time to put it on their Department Meeting agenda before the end of the year? • Maybe include some suggestions for data that they should pull. • Email will be sent before December and a reminder in early Spring. Maybe also a FLEX day PIE training. • These reminders will be about the current process, not the new process.
6.	Mt. SAC 2035 Update	2:15	<ul style="list-style-type: none"> • The email went out last week for the faculty and classified listening sessions. • Please encourage your colleagues to attend a session. • If you can't make a session, please complete the survey and we will incorporate that information. • There will be one listening session with the managers. • The sessions are underway, we had a CSEA 651 session as well. • Do you have enough people signing up? We need to encourage people to attend. We need to hear people's voices. People don't understand what this is so they are hesitant. They need to be encouraged. • If someone wants to attend the Senate meeting to make a public comment that would be great.

7.	Move Next IEC Meeting Date to 12/4?	2:30	<ul style="list-style-type: none"> • Do we want to move the next IEC meeting from 11/27 to 12/4? Yes, we will reschedule the date to the 4th.
8.	DEISA+ Updates	2:40	<ul style="list-style-type: none"> • The EMCC leadership, obtained a grant that will provide financial support for a Review, Reflect, and Revise Colloquium. <ul style="list-style-type: none"> ○ Curtis Chin will be the keynote, giving a book talk. Facilitated by Professor Ed White from English, and Jay Chen moderated by Tiffany Kuo. ○ These presentations are only 30 minutes, those interested in presenting can get compensated \$300. ○ You can also get compensated for attending. ○ The proposal call will be sent out soon. ○ We are working on Chinese food for the event. • Pauline had a great presentation for C&I.
9.	Budget Committee Update (Rosa)	2:55	<ul style="list-style-type: none"> • We didn't have a meeting to report on. It was canceled. The last meeting was on October 9th.
Fall 2024 Meetings: December 4th .			