1. **Affirm process to link Program Review to the Integrated Planning Model:**

   Martha Davis presented the Institutional Effectiveness Committee’s (IEC) Proposed Provisional Process for Linking Program Review to CR’s Integrated Planning Model in both narrative and flow chart format. This process outlines how program reviews will be handled as they are processed through the IEC. Martha summarized the template and process used by the IEC to review, categorize needs, and provide feedback on program reviews. Steve Durham led a discussion on the validity of information contained in program reviews and the importance of identifying the author in each program review. Steve D. further suggested that program reviews should be completed by the chair or faculty within the division being reviewed. The key to the success of program review is clear and open communication.

   a) **Summarize each Program Review by Functional Areas:**

      Martha explained that as the IEC performs its review, each program review will be summarized into functional planning areas including: facilities, information technology, library, student services, and human resources. This process will help to identify needs that impact planning.

   b) **Review the Summary with the Division Chairs:**

      Martha, as the IEC chair will meet with each Division Chair to clarify and inconsistencies within the program review.

   c) **Submit the Summary to Functional Planning Teams or areas with recommendations:**

      Martha explained that once the IEC has completed its review, a summary of each program review with recommendations will be provided to the functional planning areas.

2. **Discussion on IEC Support Role Related to the Coordinated Planning Council**
Keith Snow-Flamer passed out Instructional Program Review Findings 2007. Martha informed the committee that these templates are up to date as of 11:00 a.m. today. Martha asked everyone to look over the template and make suggestions. Tracey Thomas commented that from the bookstore down to the health center, she sees nothing listed in the staffing requests column, so is the committee to assume that these areas have no staffing needs? Keith clarified that the annual review didn’t ask questions dealing with staff needs, the comprehensive reviews will cover that. The next step will be for facilities, I.T., etc. to dig deeper in these areas to determine if the needs are truly being met. Roxanne would like a clearer picture of how to proceed with Students Services and Administrative Services program reviews as they differ from the other programs and departments that have been reviewed. Steve Grimes reminded the committee that this has been a learning process for everyone.

3. Discussion on IEC Support Role Related to the Coordinated Planning Council:
One of the support roles the IEC provides providing a summary of the program reviews. The Planning Council has asked that the IEC review the action plans as they come in as well, with the bulk being in by March 7th. With this in mind the committee needs to decide how to handle them now. Martha pointed out the committee first needs to decide what is expected from the action plans and rate the form. Our responsibility as the IEC is to make sure documents are clear before they get to the action planning committee. Keith suggested using Blackboard as an effective means of communication. Tracey voiced concern that the reviews need to be completed and there is not yet a firm plan in place. John Johnston suggested workshops to assist in this matter.

4. Confirm Future Meetings for the Next Two Months:
Roxanne announced that there is an Action Plan workshop this Friday, and an Accreditation Workshop on the February 29th. It is her understanding however that faculty don’t want a lot of workshops due to time constraints. Keith reported that a district Action Planning Committee has been formed and Cheryl Tucker and Susan Nordlof are the co-chairs of this committee.

The committee discussed days and times for future IEC meetings. It is the consensus of the committee to meet every Wednesday from 12:00 pm to 1:00 p.m. for the next few weeks and then reevaluate the frequency of meetings.

Next Meeting:
Wednesday, February 20, 2008
12:00 pm – 1:00 pm
Location: Board Room

Submitted by: Michele Vagle, IR Account Clerk