1. Call Meeting to Order: Present: Kathy Smith, Cheryl Tucker, Keith Snow-Flamer, Dan Calderwood, Jeff Cummings, Paul Chown, Julia Peterson, Angelina Hill, Tami Matsumoto, Sally Urban, Crislyn Parker

2. Review 1/22/14 IEC Notes: notes approved as stand.

3. Action Items
   - It was discussed and agreed to include a distance education program review
   - It was discussed and agreed to evaluate gaps that currently might exist in the program review process.

4. Discussion Items

4.1 Annual Planning Progress Update
   - Fall 2013 Items: (handout)
     - Awaiting responses from two or three areas of responsibility. Close to completion
     - Angelina will send out the items that need to be updated for Spring 2014 now

4.2 Prioritizing Resource Requests and the Integrated Planning Process (Keith Snow-Flamer)
   - Prior to submitting to the BPC, the SSLG discussed prioritizing program review resource requests based on a rubric with eight criteria.
   - Each resource request was ranked by division, looking at all areas: from 1 to 89.
   - Internal discretionary, basic skills, library and equipment budgets were analyzed; requests for which funds could not be found were sent to the BPC-about 10 big ticket items. The process was reviewed on how to have cohesion between all areas.
   - A summary was presented to the Program Review Committee, who had some concerns about changes to the planning process: were there were items ranked by the deans group that should have gone to functional committees.
   - The current planning process calls for only operational requests to be ranked by deans while the rest go through the ranking process. This year, much less was forwarded. The goal this year was to simplify.
   - It is noted that the planning document did not take into account a new administrative structure. Also, there were immediate needs that could not wait until later in the spring. The rational was, if we have budget, to move forward and rank within divisions.
   - The basic change was that funding and needs were immediately identified and ranked, the rest forwarded to the current process.

4.3 Possible Recommendations to the Program Review Committee
   - Adding the Persistence Theme to the Template: requesting a response by program review authors on specific actions done or plans to increase persistence, in the planning section(s)
   - Adding a Distance Education Program Review: this was discussed in the program review committee in previous years; now with submission of DE substantive changes, it was agreed this should be initiated. The goal would be to look at the DE
modality overall: enrollments, persistence, degrees, etc. Comprehensive distance education data would be presented in this program review. This process will be a beginning and issues will be identified as we move forward. De would identify its own resource needs. PRC discussed looking at all Distance Ed courses collectively, using the instructional template to determine resources that might be needed to improve the program. Suggestion to bring this to the DE advisory board

- **Map current program reviews for gaps.** We need to look at the current program review process to find gaps and make improvements
- **Have different templates for different program groups,** e.g. DN, DE, etc.
- **Include an emergency addendum:** for mid-cycle issues that crop up
- **Update planning manual language:** Angelina and Keith will work on language to update the process for the planning manual and bring to the next meeting
- **Update/change the planning timeline**

### 4.4 Feedback on Revised Committee Self-Evaluation draft:
- Angelina pulled only the questions that had the fewest responses from the previous self-evaluation template (last five on handout of possible questions) to review for improvement. No improvement seems to be needed for the rest of the questions. The first six questions were adapted from the RP Group's integrated planning checklist.
- Angelina will revise the survey and send to the IEC membership.
- Surveys will be sent out same time as last year.

### 4.5 Planning Summit Update - Saturday, April 26:
- Kathy will send a save the date and we will begin planning for the summit
- Discussion on how to structure the summit. Kathy will request the expanded cabinet attend. Other expected attendees: committee members (task committee chairs to encourage members to attend). The summit is to evaluate the planning process; one topic of discussion will be how is the committee structure working
- Change the name to Institutional Effectiveness Summit
- Time: 9am – 1pm, lunch will be included

### 5. Other/Future Agenda Items:
- Update on DE

**Adjourn**