FOOTHILL COLLEGE

Institutional Effectiveness Committee Agenda

Meeting 1:00 – 2:30 pm
Admin Conference room #1943
November 19, 2024

Attendees: Elaine Kuo, Doreen Finkelstein, Lene Whitley-Putz, Stacy Gleixner, Dolores Davison, Voltaire Villanueva, Bret Watson, Phoung Tran, Kelaiah Harris, Laurie Scolari

Item	Presenter	Description	Time
Ed Master Plan Update	Elaine Kuo	Update on the planning documents	1:00-1:30
The college is in the process of updating its Educational Master Plan (EMP) for 2025-2030. The EMP serves to outline the college's goals, objectives, and strategies, uniting the entire institution under a shared vision. This update will align with the state's Vision 2030 goals, focusing on equity, access, and student success. Additionally, it will address the college's fiscal responsibilities, resource management, prioritization, and sustainability. The Collaborative Brain Trust (CBT) will lead the engagement and input process, aiming to have a draft EMP ready by May 2024. The CBT will also address challenges, including the need for more data and input from faculty and students, as well as clarifying the overlap between campus and district technology initiatives. The CBT will lead a guided discussion with the IEC at the December meeting.			
Distance Ed Plan Update	Lene Whitley-Putz	Update on the planning document	1:30-1:45
The Distance Education (DE) Plan aims to guide decision-making, ensure compliance with federal and state regulations, and support faculty and student success in online learning. The plan outlines key goals to improve institutional planning on distance ed, increase data collection, and strengthen the online ecosystem, including technology, tools, and platforms. Additionally, it provides faculty training and professional development, as well as ensuring that all courses meet quality standards, including accessibility requirements. Key challenges of this plan include limited onboarding and professional development for faculty, low participation in workshops, and the need for a more comprehensive course review process.			

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Program Viability, Revitalization, and Discontinuance	Voltaire Villanueva	Report on discussions	1:45-2:10
The group discussed a new process for program viability, revitalization, and discontinuance. The process would be triggered through program review, administration, or the Institutional Effectiveness Committee (IEC). A PVRD (Program Viability, Revitalization, and Discontinuance) team would be formed to review the data and make recommendations to the IEC and ultimately the President. The group raised questions about the scope of the process, the role of the program review council, and ensuring a standardized approach. The committee agreed to continue refining the program viability, revitalization, and discontinuance process, addressing the concerns raised and ensuring a fair and transparent approach. They also discussed the need to develop a similar process for non-instructional programs and services that may not fit within the defined scope of this policy. Further discussions on the PVRD process will continue in Academic Senate and will be brought back to the IEC in the future.			
What comes to IEC?	Elaine Kuo	Clarify college-level processes, planning documents, and initiatives that report to IEC	2:10-2:30
This discussion was postponed to a future meeting.			