Academic Program Review

ACADEMIC YEAR		☐ Basic Skills ☐ Transfer ☐ Career Technical Education (CTE)
PROGRAM		
DEPARTMENT	Department	
DIVISION	Division	
SUBMITTER		

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL **1**	**INSTITUTIONAL MISSION AND EFFECTIVENESS** – The College will maintain programs and services that focus on the mission of the College supported by data-driven assessments to measure student learning and student success.
INSTITUTIONAL GOAL **2**	**STUDENT LEARNING PROGRAMS AND SERVICES** – The College will maintain instructional programs and services which support student success and the attainment of student educational goals.
INSTITUTIONAL GOAL **3**	**RESOURCES** – The College will develop and manage human, technological, physical, and financial resources to effectively support the College mission and the campus learning environment.
INSTITUTIONAL GOAL **4**	**LEADERSHIP AND GOVERNANCE** – The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

II. PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

PAST PROGRAM GOALS (Describe past program goals.)	INSTITUTIONAL GOAL(S) (Check all that apply.)

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review: ☐ Met ☐ Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:**	☐ 1 ☐ 2 ☐ 3 ☐ 4

2	PAST PROGRAM GOAL #2	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review:	☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Met ☐ Partially Met ☐ Not Met	
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

3	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review:	☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Met ☐ Partially Met ☐ Not Met	
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

Comments:

B. PRESENT – DATA ANALYSIS AND PROGRAM HEALTH

1. Summarize and analyze all disaggregated data by day, evening, gender, ethnicity, and distance education regarding enrollments, fill rates, productivity, completion, success, retention, persistence, and transfer (complete a, b, & c). ***Attach graphs or trend data***.

   a. What factors or overall changes in your program may have influenced or contributed to observed trends in the data?

   b. What program changes, if any, will you recommend that you expect would have a positive effect on your students' outcomes (Be specific. How will these changes impact data?)

   c. Describe any trends in demographic diversity among students in your program, if applicable.

2. Summarize revisions, additions, deletions, or alternate delivery methods to courses and/or program based on the last program review.

3. Evaluate the program's viability by addressing program completion, size (FTES), projections (growing/stable/declining), and quality of outcomes. For CTE programs, also include labor market projections, placement, and performance on external testing/exams (i.e. ASE, NABCEP) and industry-recognized credentials, placement, and performance on external testing or exams (NCLEX, ASC, NAP).

C. FUTURE – LIST OF "SMART" (SPECIFIC **M**EASURABLE **A**TTAINABLE **R**ELEVANT **T**IME-LIMITED**) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. <u>ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS</u>.**

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.)	INSTITUTIONAL GOAL(S) (Check all that apply.)

1	**FUTURE PROGRAM GOAL #1** Budget Priority #1	**INSTITUTIONAL GOAL(S)**
Identify Goal:		☐ 1 ☐ 2
Objective:		☐ 3 ☐ 4
Task(s):		
Timeline:		

EXPENSE TYPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)		BUDGET REQUEST
☐ One-Time ☐ Recurring	☐ Categorical Specify: ☐ General Fund	☐ Facilities ☐ Marketing ☐ Planning & Budget ☐ Professional Development ☐ Staffing	☐ SLO/SAO (Student Learning Outcome/ Service Area Outcome) ☐ Student Services ☐ Technology	$_____

2	FUTURE PROGRAM GOAL #2 Budget Priority #2	INSTITUTIONAL GOAL(S)
Identify Goal:		☐ 1 ☐ 2 ☐ 3 ☐ 4
Objective:		
Task(s):		
Timeline:		

EXPENSE TYPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)		BUDGET REQUEST
☐ One-Time ☐ Recurring	☐ Categorical Specify: ☐ General Fund	☐ Facilities ☐ Marketing ☐ Planning & Budget ☐ Professional Development ☐ Staffing	☐ SLO/SAO (Student Learning Outcome/ Service Area Outcome) ☐ Student Services ☐ Technology	$_____

3	**FUTURE PROGRAM GOAL #3** Budget Priority #3	**INSTITUTIONAL GOAL(S)**
Identify Goal:		☐ 1 ☐ 2
Objective:		☐ 3 ☐ 4
Task(s):		
Timeline:		

EXPENSE TYPE	**FUNDING TYPE**	**RESOURCE PLAN** (Check all that apply.)		**BUDGET REQUEST**
☐ One-Time ☐ Recurring	☐ Categorical Specify: ☐ General Fund	☐ Facilities ☐ Marketing ☐ Planning & Budget ☐ Professional Development ☐ Staffing	☐ SLO/SAO (Student Learning Outcome/ Service Area Outcome) ☐ Student Services ☐ Technology	$_____

TOTAL BUDGET REQUEST	$_____

1. How will your enhanced budget request improve student success?

Comments:

III. INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)

ISLO 1	COMMUNICATION SKILLS
ISLO 2	CRITICAL THINKING SKILLS
ISLO 3	PERSONAL RESPONSIBILITY
ISLO 4	INFORMATION LITERACY
ISLO 5	GLOBAL AWARENESS

IV. PROGRAM LEARNING OUTCOMES (PLOs)

PROGRAM LEARNING OUTCOMES (Describe learning outcomes.)	**ISLO(S)** [Link PLO to appropriate ISLO(s).]

PLO 1	**PROGRAM LEARNING OUTCOME #1**	**ISLO(S)**
	Identify Program Outcome:	☐ ISLO 1 ☐ ISLO 2
	Measurable Outcome Summary:	☐ ISLO 3 ☐ ISLO 4
	☐ Met ☐ Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:**	☐ ISLO 5

PLO 2	PROGRAM LEARNING OUTCOME #2			ISLO(S)
	Identify Program Outcome:			☐ ISLO 1
				☐ ISLO 2
	Measurable Outcome Summary:			☐ ISLO 3
				☐ ISLO 4
	☐ Met	☐ Partially Met	☐ Not Met	☐ ISLO 5
	Provide detail on any improvements/effectiveness and detail status on those not fully met:			

PLO 3	PROGRAM LEARNING OUTCOME #3			ISLO(S)
	Identify Program Outcome:			☐ ISLO 1
				☐ ISLO 2
	Measurable Outcome Summary:			☐ ISLO 3
				☐ ISLO 4
	☐ Met	☐ Partially Met	☐ Not Met	☐ ISLO 5
	Provide detail on any improvements/effectiveness and detail status on those not fully met:			

***** ATTACH PLO/SLO GRID *****

IMPERIAL VALLEY COLLEGE
SERVICE AREA PROGRAM REVIEW

DATE:	Click here to enter a date.

DEPARTMENT/PROGRAM:	Click here to enter text.

PREPARED BY:	Click here to enter text.	
	Name	Signature
AREA DEAN/DIRECTOR:	Click here to enter text.	
	Name	Signature
AREA VICE PRESIDENT:	Click here to enter text.	
	Name	Signature

IMPERIAL VALLEY COLLEGE
MISSION STATEMENT

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Institutional Goals
Educational Master Plan 2012-15
Approved by Board of Trustees May 16, 2012

Goal One (Institutional Mission and Effectiveness): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Obj.	Objectives for EMP Goal 1
1.1	Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.
1.2	Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
1.3	Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
1.4	Develop systems that are inclusive, cyclical, and understood by all stakeholders.

Goal Two (Student Learning Programs and Services): The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

Goal Three (Resources): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Obj.	Objectives for EMP Goal 3
3.1	Develop and implement a resource allocation plan that leads to fiscal stability.
3.2	Implement a robust technological infrastructure and the enterprise software to support the college process.
3.3	Build new facilities and modernize existing ones as prioritized in the facility master plan.
3.4	Design and commit to a long-term professional development plan.
3.5	Raise the health awareness of faculty, staff, and students.

Goal Four (Leadership and Governance): The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.

I. **PROGRAM/DEPARTMENT DISCRIPTION** (include Vision; Mission; Services-Functions; Funding Sources Statement)
Click here to enter text.

II. **SERVICE AREA OUTCOMES** (use the attached form to identify outcomes, methods, assessment process, results, decisions & recommendations)
Click here to enter text.

III. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)
Click here to enter text.

IV. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department; provide thorough interpretation of data; use the attached form to list previous objectives/goals and associated Institutional Goals; state if met, partially met, or not met for each one; give detail on any improvements/effectiveness and detail on status on those not fully met.)
Click here to enter text.

V. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; address areas of concern; provide recommendations for future goals of your program/department; use the attached form to identify goals for the next year; align future program goals to one or more institutional goals, and address applicable needs by listing budget enhancement requests associated with program goals, and select applicable resource plan, i.e. facilities, staffing, technology, professional development, marketing.)
Click here to enter text.

VI. **PROCESS IMPROVEMENT OPPORTUNITIES** (Use the attached "Process Improvement Opportunities" form to identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process. Assess progress in attainment of process improvements identified in previous Program Review.)
Click here to enter text.

SERVICE AREA PROGRAM REVIEW
PROCESS IMPROVEMENT OPPORTUNITIES

PURPOSE: For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

GOALS: Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

DEPARTMENT: Click here to enter text.
Opportunities for:
PROCESS #1: Click here to enter text.
Work efficiencies: Click here to enter text.
Cost reductions: Click here to enter text.
Contributions to student enrollment &/or success: Click here to enter text.
Supports Institutional Goal and Objectives:Click here to enter text.
PROCESS #2: Click here to enter text.
Work efficiencies: Click here to enter text.
Cost reductions: Click here to enter text.
Contributions to student enrollment &/or success: Click here to enter text.
Supports Institutional Goal and Objectives: Click here to enter text.
PROCESS #3: Click here to enter text.
Work efficiencies: Click here to enter text.
Cost reductions: Click here to enter text.
Contributions to student enrollment &/or success: Click here to enter text.
Supports Institutional Goal and Objectives: Click here to enter text.

PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)
List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

PAST PROGRAM GOALS (Describe past program goals.)	INSTITUTIONAL GOAL(S) (Check all that apply.)

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review:	☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Met ☐ Partially Met ☐ Not Met	
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

2	PAST PROGRAM GOAL #2	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review:	☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Met ☐ Partially Met ☐ Not Met	
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

3	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review:	☐ 1 ☐ 2 ☐ 3 ☐ 4
	☐ Met ☐ Partially Met ☐ Not Met	
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

Comments:

FUTURE – LIST OF "SMART" (SPECIFIC **M**EASURABLE **A**TTAINABLE **R**ELEVANT **T**IME-LIMITED**) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. <u>ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.</u>**

FUTURE PROGRAM GOALS	INSTITUTIONAL GOAL(S)
(Describe future program goals. List in order of budget priority.)	(Check all that apply.)

1	FUTURE PROGRAM GOAL #1 Budget Priority #1	INSTITUTIONAL GOAL(S)
Identify Goal:		☐ 1 ☐ 2
Objective:		☐ 3 ☐ 4
Task(s):		
Timeline:		

EXPENSE TYPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)		BUDGET REQUEST
☐ One-Time ☐ Recurring	☐ Categorical Specify: ☐ General Fund	☐ Facilities ☐ Marketing ☐ Planning & Budget ☐ Professional Development ☐ Staffing	☐ SLO/SAO (Student Learning Outcome/ Service Area Outcome) ☐ Student Services ☐ Technology	$_____

2	**FUTURE PROGRAM GOAL #2** Budget Priority #2	**INSTITUTIONAL GOAL(S)**

Identify Goal:	☐ 1 ☐ 2
Objective:	☐ 3 ☐ 4
Task(s):	
Timeline:	

EXPENSE TYPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)		BUDGET REQUEST
☐ One-Time ☐ Recurring	☐ Categorical Specify: ☐ General Fund	☐ Facilities ☐ Marketing ☐ Planning & Budget ☐ Professional Development ☐ Staffing	☐ SLO/SAO (Student Learning Outcome/ Service Area Outcome) ☐ Student Services ☐ Technology	$_____

3	**FUTURE PROGRAM GOAL #3** Budget Priority #3		**INSTITUTIONAL GOAL(S)**
Identify Goal:			☐ 1 ☐ 2
Objective:			☐ 3 ☐ 4
Task(s):			
Timeline:			

EXPENSE TYPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)		BUDGET REQUEST
☐ One-Time ☐ Recurring	☐ Categorical Specify: ☐ General Fund	☐ Facilities ☐ Marketing ☐ Planning & Budget ☐ Professional Development ☐ Staffing	☐ SLO/SAO (Student Learning Outcome/ Service Area Outcome) ☐ Student Services ☐ Technology	$_____

TOTAL BUDGET REQUEST	$_____

1. How will your enhanced budget request improve student success?

    Comments:

INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)

ISLO 1	COMMUNICATION SKILLS
ISLO 2	CRITICAL THINKING SKILLS
ISLO 3	PERSONAL RESPONSIBILITY
ISLO 4	INFORMATION LITERACY
ISLO 5	GLOBAL AWARENESS

SERVICE AREA LEARNING OUTCOMES (SAOs)

SERVICE AREA OUTCOMES (Describe learning outcomes.)	ISLO(S) [Link SAO to appropriate ISLO(s).]

SAO 1	**SERVICE AREA OUTCOME #1**	**ISLO(S)**
	Identify Outcome: **Measurable Outcome Summary:** ☐ Met ☐ Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:**	☐ ISLO 1 ☐ ISLO 2 ☐ ISLO 3 ☐ ISLO 4 ☐ ISLO 5

SAO 2	**SERVICE AREA OUTCOME #2**	**ISLO(S)**
	Identify Outcome:	☐ ISLO 1 ☐ ISLO 2
	Measurable Outcome Summary:	☐ ISLO 3 ☐ ISLO 4
	☐ Met ☐ Partially Met ☐ Not Met	☐ ISLO 5
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

SAO 3	**SERVICE AREA OUTCOME #3**	**ISLO(S)**
	Identify Outcome:	☐ ISLO 1 ☐ ISLO 2
	Measurable Outcome Summary:	☐ ISLO 3 ☐ ISLO 4
	☐ Met ☐ Partially Met ☐ Not Met	☐ ISLO 5
	Provide detail on any improvements/effectiveness and detail status on those not fully met:	

ᰭ IMPERIAL VALLEY COLLEGE
EDUCATIONAL MASTER PLANNING COMMITTEE

Minutes
Friday, November 8, 2013
10:00 a.m. – 12:00 p.m.
Board Room

	Committee Members				
✓	Tina Aguirre		Todd Finnell	✓	Sergio Lopez
✓	Linda Amidon		Bill Gay	✓	Brian McNeece
	Trini Argüelles	✓	Daniel Gilison		Terry Norris
	Kathy Berry		Rick Goldsberry		James Patterson
	Craig Blek		Becky Green		Sydney Rice
✓	Susan Carreon		Travis Gregory		Jose Ruiz
	Jose Carrillo		Carol Hegarty	✓	Ed Scheuerell
	Rick Castrapel		Michael Heumann	✓	Efrain Silva, Co-Chair
	Ted Ceasar, Co-Chair		Victor Jaime		Edward Wells
✓	Hector Curiel, ASG Rep		John Lau	✓	Kevin White
	David Drury		Jose Lopez	✓	Kathy Zazueta
	Guest				**Recorder**
✓	Martha Garcia			✓	Linda Amidon

I. **Call To Order**
    The meeting was called to order at 10:12 a.m. by Dean E. Silva, Co-Chair.

II. **Approval of Minutes: October 18, 2013 and October 25, 2013**
    No action was taken on the approval of the minutes for October 18, 2013 and
    October 25, 2013. No quorum. Action item tabled for the next meeting.

III. **Planning Calendars**
    M. Garcia reported that she has met with the superintendent/president and vice
    presidents. We will méet Recommendation 1 if we include all of the planning
    processes. The calendar will include various roles of the college planning committes
    and assessment of institutional effectiveness. The Program Review Process is
    included in the calendar as an annual process and she is recommending a 2-year
    cycle.

    The calendar will be submitted to College Council on November 18th and to the
    Academic Senate and Budget & Fiscal Planning Committee on November 20th.
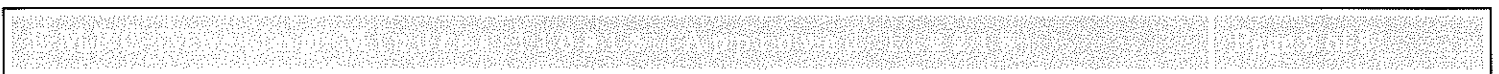
IV. **Program Review**
a. **Template:** It was reported that a group of administrators, confidentials, and classified employees developed the new academic program review template. As with the previous form, the new template includes three sections: past, present, and future – which have been reformatted to address accreditation issues, specifically Recommendation 1 related to integrated planning.
    -   Past: link past goals to institutional goals and assess past program goals and provide a status report (met, partially met, unmet, with detail)
    -   Present: summarize and analyze all disaggregated data by day, evening, and distance education
    -   Future: link future goals to institutional goals; list SMART goals (Specific, Measurable, Attainable, Relevant, Time Limited); form includes space for three goals, but additional space can be added.

    The template was formatted in such a way as to make the transition from the current paper process to the online process in SPOL much easier. EMPC co-chair, T. Ceasar is updating the former non-academic program review form to include all components in the academic program review template except for Section B related to data analysis; non-academic programgs are now referred to as service area programs. A special EMPC meeting will be held next Thursday, November 14th at 3:00 p.m. to provide training on the academic program review template including training on data analysis.

    Discussion followed and included: if program review becomes a 2-year cycle, how will the budget be dealt with; before discussing whether the program review process returns to its original schedule – annual budget review, and comprehensive review every 3 years – discussion regarding the kind of reviews should take place; comprehensive data analysis and program evaluation were completed under the 3-year process, but programs didn't get feedback from deans; there were issues with the 3-year program review cycle, that is the reason it was changed to an annual cycle; year-to-year data is not entirely useful; the status for some past program goals could be ongoing; providing only enhanced budget requests should make program budget development much easier.

    Revisions to the academic program review template were recommended: Under Section C. Future – change "program goals" to "program objectives" since omly objectives are measurable; Under Section D. Enhanced Budget – add column for designation of resource plan; the template will be revised to incorporate recommendations of the committee and sent to EMPC for input.

b. **Program Review Handbook:** The Committee reviewed the handbook.

c. **Training:** Training will be provided at a special meeting of EMPC on Thursday, November 14th from 3:00 p.m. – 5:00 p.m. Academic committee members were asked to review the list of planning units that are required to complete a program review. It was recommended that the training be videotaped to accommodate individuals that are unable to attend.

d. **Deadline:** While the timeline is tight, a lot of cushion has been built into it. M. Garcia indicated that in 2014-2015, Program Review will be completed in the fall, that is the reason she will recommend a 2-year cycle.

Discussion followed and included: the approval of enhanced budget requests is a separate process outside the program review process and is not included in the timeline - this was done intentionally so that the program review process would not be held up; EMPC's job is program review and development of the prioritized list of enhanced budget requests; approval of funding for enhanced budget requests will be the job of the Superintendent/President's "super committee."

V. **Committee Self-Evaluation Form:** The Committee reviewed the proposed Campus-Wide Standing Committee Self-Evaluation Form. The form is to be completed on an annual basis.

Discussion followed and included: the form documents institutional effectiveness; the form addresses ACCJC's Recommendation 1; Committee members could evaluate the committee at the end of the year as a way of quantifying institutional effectiveness – sugges as an action item at the last meeting of the year.

Recommendations: College Council and Academic Senate should evaluate committees that report to them; Add – number of committee members; percentage of members in attendance; and whether or not a quorum was met.

VI. **Other**
The Learning Services Committee met and addressed information competency issues raised by ACCJC in Recommendation 1; the committee's recommendations will be submitted to the Curriculum Committee.

VII. **Next Meeting**
November 22, 2013

VIII. **Adjournment**
The meeting was adjourned at 11:10 a.m.