I. Call to Order  
Curtis Martin called the meeting to order at 3:10 p.m.

**Action Items**

II. Action Items  
   a. Approval of Agenda  
      Change verbiage in action items for Curtis Martin PRNET Timeline and for Martha to Program Review Staff Needs  
      Consensus approved as amended

   b. Approval of Minutes of 11/17/15  
      **Action Item:**  
      Consensus reached on approval of the minutes with no changes.
III. Continuing Business

Review of action items

1. Brenda Thames: Request District to update data in PRnet Brenda: uploaded last spring. If not already updated, it must be done prior to Institute Day.
2. Curtis Martin: PR NET Timeline: Mr. Martin believes that faculty can be done with their program review by the end of February. Ideally, this would include administrative unit program review as well. Mike Adams would like to know who is responsible for the evaluation and feedback for Program Review. Mr. Martin said that is the assigned duty of Instruction Council. Mr. Martin will run the first two PR camps and then remaining dates TBD Consensus approves the timeline
3. Wendy Long: SME Assessment Cycle Chart
4. Martha Robles: Program Review Support Staff Needs Ms. Robles presented a sheet outlining the support needs that staff have in regard to Program Review. The Instruction Council will send an Institution wide email, make arrangements for parties.
5. Amanda Cannon: Send Accreditation Standard II Template and the Guide to Evaluating & Improving Institutions to Council members

IV. New Business

a. IEPI - Instruction Set Standards (Scott Kerlin)

Institutional Effectiveness Document was presented by Scott Kerlin. His first action was to research the IEPI history and present the Council with an Institutional Effectiveness Partnership Initiative Overview. On November 17, the Board of Governors approved the proposal for revising Framework of Indicators for Year 2. Mr. Kerlin also provided Definitions for Student Performance and Outcomes Metrics. He is studying trends and identifying gaps based on this information. Mr. Kerlin created an FAQ regarding what he feels is important information. He extracts data for student performance outcomes metrics which are defined on the handout he provided. Ms. Daly was interesting in knowing whether Mr. Kerlin has researched the IEPI goals as identified in College Council? Ms. Thames said there were four goals outlined by the framework in 2014-2015. We anticipate eight goals in the coming year. Mr. Kerlin also posed the question to the Instruction Council regarding top peers for comparison study. He asked the Instruction Council if they had 3 or 4 institutions of higher education that they would like to select to review practices as “aspirational peers.”

b. Self-Evaluation – Standard II Presentation

Amanda Cannon and Brenda Thames trained the Instruction Council on the Council’s responsibilities regarding self-evaluation. The role of team members and resource allocation was identified within this training. Brenda Thames directed the Instruction Council to look at Standard II; A, B, and C. Council will reconvene at a future date to discuss evidence. The council proposed to add the mission to the template of Standard 2A.
c. FLEX Presentation: Enrollment Management & EMP

This discussion was tabled for January.

d. Faculty and Academic Senate’s role in Instruction Council

Mr. Martin feels like the IC needs to forward the hiring prioritization document to Academic Senate. Ms. Daly argued that it is not the job of the IC to report to the Senate. Mr. Adams feels that in the interest of efficiency, Senate should see it before forwarding it to College Council. Mr. Smith raised the point that there should be a discussion centered on rebuilding the roles of all the councils. Engaging all Voices has detailed the pathway of information and should be reevaluated. Senate will look at the list and ask questions if necessary.

V. Informational Items
N/A

VI. REPRESENTATIVE REPORTS

a. College Council
   n/a

b. Student Success & Equity
   Dr. James Todd presented a pamphlet to SSEC. Scott Kerlin presented IEPI data. There was discussion on making student data available to faculty to better support their success. Brenda Thames raised the question on if program review should be housed in Elumen or PRnet?

c. Other

VII. ADJOURNMENT

The meeting was adjourned at 4:50pm.

Next meeting: January 19th, 2015, Library Basement Room 55