

Industrial Emergency Council & Palo Verde College Meeting  
IEC Offices  
1376 Willow Road, Menlo Park  
Monday March 2, 2015

Minutes

Present: IEC Staff, Faculty, and Board Members; Vice President of Instruction and Student Services for Palo Verde College

**11:00 AM – 12:00 PM**

Introductions and Tour of Facility

- Toured classrooms.
- Toured warehouse that houses California Task Force 3, part of the national emergency response team.
- Observed class with instruction of Japanese nationals taking place.

**12:00 PM**

Convene in Conference Room for working lunch

**12:00 PM – 2:00 PM**

Review of Accreditation Action Letter

- Discussed recommendations, and specifically Recommendation #5 having to do with IEC and PVC.

Background, Progress, Issues

- Reviewed accreditation processes, and available commission actions following receipt of the Follow-Up Report and the subsequent site visit.

Student Learning Outcomes and Instructor Evaluations

- Evaluation forms presented. Agreed on process of evaluation for instructors during their first assignment, and then every three years.
- IEC will continue to use their student evaluation form, and will adopt the Faculty Observation Form for their formal evaluation conducted by a member of administration.
- Dr. Hancock will send the forms electronically.
- The Instructor CLO Data Collection Sheet was presented. Dr. Hancock recommended that every course assess SLOs at least every two years. IEC agreed to assess SLOs, and will look at their processes in order to accommodate this request.
- Discussion on providing Dr. Hancock with access to information on evaluations and SLO assessment via the organizations website. IEC will work out the logistics.

IEC Responsibilities and Assistance

- IEC will review the documents for implementation. IEC agreed to begin the evaluation process over the next couple of months, and will provide the resulting evidence and feedback.
- While evaluation has been taking place, it has not been as consistent as is necessary to ensure the quality of instruction taking place.

Discussion

- How can training with private sector be captured under our agreement?
  - i.e. Genentech.
- Discussion on minimum qualifications, and the need to ensure that the instructor of record meets college standards.

**2:00 PM – 2:15 PM**

Break

**2:15 PM – 3:00 PM**

Status of Curriculum Review by Brian Thiebeaux of Palo Verde

- Dr. Hancock will connect with Brian Thiebeaux to determine where we stand. Brian will be working to continue the progress with the identification of SLOs for courses still offered, and work with IEC to identify courses that should be inactivated.

Review of Course Catalog and Hours/Units

- Concern expressed that Units/hours are incorrect in the catalog for FST courses listed. A great deal of work has been completed to correct these.

Issues Related to Approval from Other Community Colleges for IEC and Palo Verde to Present Classes

- Discussion on content of letters sent to districts last year.
- Dan will draft a letter requesting permission to offer courses within other college service areas, emphasizing the specific nature of the training courses provided through IEC.
- Sean will look into guidelines governing district permission further.

**3:00 PM – 4:30 PM**

Finance Issues

- Timeliness of Paying Invoices
  - Largest concern is with the delay in being paid for invoices.
  - Why are payments not being paid within 60 days?
  - IEC provided Dr. Hancock with an aging accounts report.
- Issues Related to Streamlining Invoicing Process
  - In-service treated differently than regular courses.
    - In-service sent to Shelley Hamilton.
    - Sent back to IEC within a few days.
    - IEC then sends class roster, hours of instruction, and units earned, original course request form and the invoice.
  - Other course invoices sent directly to Esther McBroom with roster, original request, and invoice.
    - Discussion on vetting these courses through A & R before invoicing to minimize back and forth.
  - Put together an SOP for the process.
  - A Phone conference with all concerned parties was proposed; Dr. Hancock will assess the situation and make the necessary arrangements.
  - Bring Russi Eagan, CFO, to the table.

**16:30 -16:45**

Review of Meeting

Development of Action Items for Follow-Up

- Action items to be completed by March 30<sup>th</sup>.

**17:30- 19:30**

IEC Hosted Dinner