INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES
November 19, 2015, 3:00-4:30 p.m. in the Boardroom

Present: Christina Howard, Ce Rosenow, Gary Mort, Matt Danskine, Phillip Martinez, Rosa Lopez, Craig Taylor, Molloy Wilson, Jennifer Steele, Brian Kelly
Absent: Ashley Jackson, Bob Baldwin, Jennifer Frei, Kate Sullivan, Lida Herburger, Dawn DeWolf, Philos Molina
Notetaker: Anna Kate Malliris
Guests: MJ Kuhar

Item	Notes
Additions to Agenda	Review membership and updated: 1. Assessment Team Chair (F) - Sullivan 2. Assessment Team - Howard 3. Change Program Review Faculty Support changes to Special Projects Coordinator (F) - Rosenow (**Approved**) 4. Change Program Review Classified Support to Career Pathways Coordinator (C) – Lopez (**Approved**) 5. College Council Representative – **missing** 6. Faculty Council Representative - Mort 7. Faculty Appointed – **missing** 8. P2P Representative – **missing** 9. IT Systems Analyst – Danskine 10. Classified Appointed – Balwin 11. Manager Appointed – Martinez 12. Student Representative – **missing** 13. IRAP Director – Taylor 14. IRAP Institutional Researcher – Wilson 15. Strategic Planning and Budget Officer – Steele 16. Student Affairs Representative – Herburger 17. Student Affairs Representative – Molina 18. Vice President ASA – DeWolf 19. Vice President College Services – Kelly

Vote to Ratify Core Themes and Objectives	**Approved unanimously** (Handout #1) Lopez expressed some concerns about the objectives as a result of the 11/13/15 meeting. Kelly will distribute the 11/13/15 notes before the next meeting and Lopez will provide the area of her concerns.
Discussion Items	1. Confirm IEC Charter and institutional effectiveness model (**Need to review the charter further but the work should continue**) - Howard: Should IEC try to bring together different planning processes together (ex. Alignment with Strategic Directions, Learning Plan, work of governance councils, etc.)? IEC could make the direct linkages between the planning processes and inform the decision-making processes. - Wilson: Could add language to the charter that makes the linkage role explicit. - Howard: Uncomfortable with the scope of IEC work (paragraph 1) to include evaluation of data to assess mission completion. IEC is consultative rather than monitoring and oversight. Would strike the first paragraph sentence *"use performance data to assess the extent to which the college has achieved and/or is making progress toward the achievements of our Mission, Core Themes, and Strategic Directions."* Also concerned about the **"responsibilities include: monitor progress."** - Steele: Should not include: *"design and implement effective technology solutions…."* - Danskine: I think this is turning the tasks over to IT. - Mort: IEC could be used to monitor and point out when there are issue rather than being responsible to fix them. 2. Work plan for the year - Review and continue to develop the charter and the visual - Map Core Themes to Strategic Directions - Coordinate with Governance Councils to ask how IEC might be able to help with things that challenge institutional effectiveness - Continue to develop indicators 3. Engage constituent groups in deeper discussion about core themes/develop plan/review outcome of forum on 11/13/15: 42 people attended the Nov. 13th forum and had good conversation - Overwhelmingly, people could find themselves in the core themes and objectives 4. Identify responsibilities- look at indicators for what data is needed and evaluate whether the data gives the information needed, collect data available at IRAP, identify sources for information not generated by IRAP, and negotiate how information can be accumulated. 5. Core theme leads-

Review Meeting Dates/Times	Dec 4th- Core Themes Meeting Dec 17th- IEC (Faculty Gone)
Review Membership (Not Discussed)	Voting : Current membership 2/3 of official committee membership (not including open seats) 80% of the quorum or larger required for voting - If we don't have a quorum will send it to the digital forum for electronic vote - Any time we take a vote, we will inform the entire committee Charter / Committee responsibilities: - Establish institutional effectiveness committee work, timelines, and projects - Prepare needed reports related to college effectiveness at all levels of the college's planning process - Design and implement innovative technology solutions for displaying and disseminating information in collaboration with IT - Serve as a consultant to councils, committees, and departments regarding accreditation, program review, and budget development and resource allocation development - Assist in the development and identification of core themes, objectives, and indicators - Monitor progress Discussion:
Next Meeting	**December 17th from 3:00-4:30 p.m. in the Boardroom (Faculty Gone)**