

## INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES

March 17, 2016, 3:00-4:30 p.m. in the Boardroom

**Present:** Ce Rosenow, Lida Herberger, Jennifer Steele, Brian Kelly, Matt Danskine, Rosa Lopez, Kate Sullivan, Christina Howard, Craig Taylor, Molloy Wilson, and Gary Mort

**Absent:** Bob Baldwin, Jennifer Frei, Phil Martinez, Dawn DeWolf, Ashley Jackson, Philos Molina,

**Notetaker:** Anna Kate Malliris

**Guests:**

Item	Notes
Mapping Strategic Directions to Core Themes	<ul style="list-style-type: none"> <li>• Handout #1- Summary from previous meeting work.</li> <li>• This work will inform the development of the Strategic Directions and the 5-Year Strategic Plan</li> <li>• Need to pass the ideas that come up during the development of the Strategic Directions and the 5-Year Strategic Plan needs to be passed through the lens of our Core Values. Everything needs to be consistent with the Core Values.</li> <li>• Need to keep in mind the more operational issues.</li> </ul>
Strategic Planning and Core Theme sessions	<ul style="list-style-type: none"> <li>• They have been small and productive in understanding the process.</li> <li>• Carol Schaafsma will create a summary and that will be distributed broadly; what has emerged as potential Strategic Directions.</li> <li>• Nothing that came up was new or surprising.</li> </ul>
Planning for next steps for Strategic Planning and Core Themes	<ul style="list-style-type: none"> <li>• What is the scope of our work? How does this work weave together with other work that is being done; department planning, council plans, SEM? How connected to College Council? There is a lack of clarity about the role of the IEC over the long-term.</li> <li>• Strategic Plan is being handled by the College Council Planning Subcommittee.</li> <li>• IEC developed the Core Themes and objectives and will develop the indicators. IEC will provide input to the work of the College Council Planning Subcommittee. Some IEC members volunteered to be part of the CC Planning Subcommittee. There has not been a meeting of that subcommittee that included IEC since that time.</li> <li>• College Council Planning Subcommittee will make a report to the IEC at the next meeting.</li> <li>• IEC could be the monitors toward progress of the college on the Core Theme indicators; evaluation of data, adequacy of the indicators and data, etc.</li> </ul>
Community Conversation Kit	<ul style="list-style-type: none"> <li>• University of Alberta created Community Conversation Kit in order to get feedback.</li> <li>• 5-6 page document about a topic that provides information and allows people to respond and provide</li> </ul>

	<p>feedback.</p> <ul style="list-style-type: none"> <li>• Can be used to get feedback about planning. Can be taken to discuss at staff meetings and even to engage external groups.</li> <li>• Will be ready by March 31<sup>st</sup>.</li> </ul>
Role of Core Theme Team Leads	<ul style="list-style-type: none"> <li>• Core Theme Leads <ul style="list-style-type: none"> <li>○ Core Theme 1. Jennifer Steele/Craig Taylor</li> <li>○ Core Theme 2. Alyse Stone/Rosa Lopez</li> <li>○ Core Theme 3. Christina Howard/Kate Sullivan</li> <li>○ Core Theme 4. Lida Herburger/Jennifer Frei</li> </ul> </li> <li>• Go to meetings and track the feedback around the core themes, objectives and indicators.</li> <li>• Take the Conversation Kits out to specific groups to get feedback.</li> <li>• It would be helpful to have the Strategic Directions before finalizing the indicators because there could be a set of indicators that address both the Core Themes and the Strategic Directions.</li> </ul>
Review of feedback from Councils on core themes	<ul style="list-style-type: none"> <li>• Jen has taken the Core Themes out to almost all of the councils.</li> <li>• Feedback on the timing for scheduling meetings.</li> <li>• People are saying that they can see their work in the Core Themes.</li> </ul>
NWCCU- Year One Feedback	<ul style="list-style-type: none"> <li>• Accepted; college is substantially in compliance with Standards 1 &amp; 3 (Institutional Effectiveness Model and Planning).</li> <li>• Need to look for a date for the Spring Retreat that the IEC is supposed to hold.</li> </ul>
Membership Check in	<ul style="list-style-type: none"> <li>• Sent emails to groups that were supposed to have a representative on the IEC.</li> </ul>
Next Meeting	<b>April 21st from 3:00-4:30 p.m. in the Boardroom</b>