

## IEC Meeting Minutes

1.8.19

In Attendance: Lida Herburger, Barbara Barlow-Powers, Craig Taylor, Gerry Meenaghan, Anna Scott, Molloy Wilson, Tammie Stark, Tammy Salman, Ian Coronado, Elizabeth Andrade, Marsha Sills, Brian Kelly, Chris Rehn, Anne McGrail, Paul Jarrell, Carla Arciniaga

Absent: Brandon Gibson, Jen Steele,

Guests: Anna Scott

1. Announcements/Housekeeping - Brian Kelly to facilitate the IEC meetings in Jen Steele's absence.
2. Agenda review and approval - Approval implicit as no exceptions noted from the meeting attendees and no formal vote taken.
3. Approve [12.4.18 minutes](#) - Craig moved and Elizabeth seconded. No formal approval vote recorded. Approval implicit as no exceptions noted from the meeting attendees
4. Review and update [work plan](#)
  - a. CHARTER - Elizabeth & Jen Steele to meet and discuss IEC membership list - ON HOLD pending Jen's return.
  - b. REPORTS TO IEC - Assessment team, 7 governance councils, APROC thus far requested.
    - i. Questions about if there are other asks to groups that reported last year. (Departments/divisions?)
    - ii. Questions about strategic directions 'team' being replaced by Core Theme focus.
  - c. **2019 Mission Fulfillment & Institutional Effectiveness Report** - Brian mentioned to keep an eye on the timeline to make sure the committee has the opportunity to contribute and review before it goes to the Board
  - d. ACCREDITATION - Tammie Stark reported that she had started a comparison of IEC to Northwest Commission on Colleges and Universities (NWCCU) standards
    - i. Question about what's the next requirement from NWCCU? Answer - Fall '21 self study annual report. Will work on this when Jen returns.
  - e. OUTREACH & COMMUNICATION - Updated website and foundation of communication plan
    - i. Ian Coronado, Molloy Wilson, and Tammie Stark got together and drafted a communication plan, in process of creating the 1st all-college IEC communication to create awareness of IEC, summarize the IEC vision, and increase involvement.
    - ii. Molloy reported that 1st IEC communication will go to Lane Weekly. Weekly communications will be about 1 time per term.
    - iii. IEC physical presence at Fall/Spring Conference - Discussion of people capacity/needng IEC member volunteers to help.
      1. Marsha volunteered to help communication sub-committee with in-person activities.
    - iv. Question for IEC members from Molloy as part of communication sub-committee- What do we want folks to be involved in? What is goal of communication plan? For IEC messaging what is the why, what, who messaging?
5. IR Update – Molloy has performed a comparison of what is left on the shared network drive for IEC and information on websites, (Google Drive?)
  - a. Molloy has moved updated detail files to the shared Google Drive.

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- b. Updated data - Molloy can go to each department for updated data. Jen already sent nudges/polks to the departments asking for updated department data.
  - c. Currently the time line has moved from January to March to accommodate Jen's absence.
  - d. REQUEST to add Paul Jarrell to the IEC Google Drive. (COMPLETED - Carla A. was suggested to do this however Tammie Stark had the level of drive ownership to include Paul)
6. Core Themes team update
- a. CT 1: Gerry - December meeting with Jen Steele and Malloy, team filled out, 1st meeting to happen next week. Planning on 2 more meetings will set due dates for members.
  - b. CT 2: Elizabeth - Contacted people for joining the group. Transition from Rosa Lopez. First meeting to occur in two weeks.
  - c. CT 3: Tammy Salman and Ian met with Jen Steele in early December about re-writing the CT 3 indicators. They met again on Dec 12th.
    - i. Will reduce amount of CCSSE data.
    - ii. 3.2 Reaching out to Lida for student advising tracking
    - iii. - Opening Professional Dev category to all employees
    - iv. 3.6 - Change to % of services and programs
    - v. 3.7 - Going from courses to programs (for tracking??)
    - vi. 3.8 - Dropping this indicator
  - d. CT 4: No report. Need to reach out to this team (Who will do this?)
7. Communication update - REQUEST from Molloy for IEC members to review the draft plan. Request for more volunteers to help. (Previously mentioned in notes that Marsha volunteered to help)
8. Update reports to IEC - Check the Google shared drive for reports received to date.
- a. Learning Council needs update, APROC has been recently submitted, Tech team did an update/addendum.
  - b. Brian gave positive feedback from Facility Council's IEC report process. Compiling the IEC report was great opportunity to review their year which they probably wouldn't have done without the IEC report requirement.
  - c. Questions - Do you know what things we asked last year vs this year? Are we missing any groups (like Guided Pathways)? What happens to the recommendations that we receive in the IEC reports? What does the IEC oversight include?
    - i. Brian indicated that Brian and Paul Jarrell to implement (IEC) recommendations.
  - d. Discussion - many folks did not know how IEC recommendations are to be implemented. Comments about plan mismatch from other groups and reports to IEC not being aligned with core themes. Suggestion given for having trainings on how to do an IEC report, creating feedback loops back to groups, reporting that allows IEC to highlight helpful and/or detrimental mission fulfillment work.
  - e. Brian gave a brief overview of the IEC formation. IEC was formed first and then the college created a Planning and Institutional Effectiveness division.
  - f. Discussion of how IEC related to college council. Is there overlap between the two?
    - i. IEC is not a governance function

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- ii. IEC created to assess the effectiveness of work
    - iii. IEC can evaluate and report back to the council(s)
  - g. What happens if IEC reports that area(s) haven't carried out (responsibilities? Mission fulfillment work?)
    - i. Ultimately VP's responsibility to get the work to be carried out.
- 9. Other Updates
  - a. Need to create more clarity on what IEC is/does.
  - b. Need to look at IEC charter and realign
  - c. Annual Report Summary - need process for taking improvements to groups to act upon
    - i. Suggestion for IEC to review its annual report ask and simplify or target needed information.
    - ii. Create a check list for all desired departments/stakeholders that are desired so group can see who has reported and who they are waiting for info from.
  - d. Brian reminded folks that there has been a huge shift to let planning drive budget. Program review is linked to Core Themes. Core Themes linked to funding(?).
  - e. Suggestion to communicate about the budget synthesis process to get good news message out. Lists of projects with \$\$ amounts on website?

NEXT MEETING February 12th, 2019