

IEC Meeting Notes

October 30, 2020, 1:00 - 3:00 pm, via Zoom

Members present: Marsha Sills, Ian Coronado, Shannon Ball, Carla Arciniega, Richard Plott, Christine Andrews, Molloy Wilson, Brandon Gibson, Kate Sullivan, Paul Jarrell, Tammie Stark

Welcome new member, Sara Baptista, Gender and Sexual Diversity Advocate, Associated Student Government of Lane Community College Student Government, and Multimedia Design student

Announcements

Reports to IEC: Paul/Richard requested Councils, Assessment & APROC to write reports to the IEC ([template](#)) for the [MFIE Report](#); Reports due December 1, 2020

Richard is in the process of requesting reports.

Continuation of discussion: Mission Fulfillment Indicators (MFI) Rating

Reaffirm all members in favor of using a four-point system for Mission Fulfillment Indicator ratings (see [previous notes](#)): Initial, Emerging, Developed, Highly Developed ([NWCCU Rubrics](#) and [IE Rubric](#))

All members are in favor of using the four-point system.

Endorsement requested:

Institutional Indicator Subcommittee presents:

- Final draft of MFI benchmarks for IEC approval (see: [Institutional Indicators, Benchmarks, Progress Notes, MFIs list](#))
- Affirm members in favor
- Next steps: Forward to President's cabinet for approval (Richard)

All members are in favor of moving benchmarks forward.

For MFI #1 the benchmark is 64%, but a range may be appropriate.

MFI #9 benchmark is still a work in progress. Awaiting response from Cathy Thomas.

For MFI #10, it will take some time to meet the goal. The #2 metric is contingent upon completion of the #1 metric. Assessment reports are submitted annually. Data gathering for these began in June 2020. Cathy Thomas and Shannon Ball will meet next week to discuss tracking data.

The MFI #11, metric #2 data is based on a one question survey to program review leads that was sent recently to them from Cathy Thomas. Future surveys will be expanded. It should be noted that some recommendations emergent through this process will never be fulfilled.

The next step is for Richard to take the recommended benchmarks to Cabinet for discussion.

Feedback requested:

IEC Comms Team presents:

- Mission Fulfillment Indicators ([Sample Scorecard](#))
- Next steps: Team will continue developing scorecards, website
- Timeline, see [Meeting Notes IEC Comms Team](#)

All members were in favor of using the scorecard.

Review & discuss MFIE section of [IEC Work Plan 2019-2021](#)

Future meetings will include this work. No discussion at this time.

Discussion of [second draft](#) ([first draft IEC Charter](#)) (Richard, Paul)

Richard presented a 2nd draft of the charter, which was reviewed in the last IEC meeting and comments were integrated into the new draft. Richard and the Cabinet reviewed the charter and made modifications, which were highlighted by Richard today. The changes included:

- Increasing faculty from 2 to 4
- Adding the Dean of Curriculum, Assessment, and Grants Development
- Expanding the type of expertise needed to include teaching and learning
- Adding that the IEC may temporarily form subcommittees to perform work

Feedback from members included the following points; Richard updated the charter accordingly:

- Non-Instructional and Instructional will be changed to classified staff and faculty, respectively
- The point in the membership related to the chair will be moved into a new section to reflect the fact that it is a new topic
- The list of members will be updated to reflect members selected by position or by appointment

Clarification was provided that the appointing person/group will ensure members have the required experience. Vote by proxy will be addressed at the Cabinet level. Bylaws will be written at a future date and include a decision-making process. The appointing person/group will be expected to use the Equity Lens when appointing members.

Richard will provide an updated draft to IEC members by the 1st of next week. Any additional comments, feedback or suggestions should be provided by that time. Then the draft will be reviewed by the Cabinet. The final draft will be signed and authorized by Richard, Paul and Pres. Hamilton, at which time it will become official.

Future meetings:

- Nov 12, 1 - 2 pm (This meeting has been shortened to one hour and will focus on the draft charter and creation of bylaws)
- Dec 9, 1 - 3 pm

Resources:

- [IEC shared drive](#)
- [IEC website](#)