IEC Meeting Notes
5.1.18

In Attendance: Molloy Wilson, Matt Danskine, Chris Rehn, Ian Coronado, Craig Taylor, Elizabeth Andrade, Mary Parthemer, Rosa Lopez, Jennifer Steele, Carla Arciniega, Gerry Meenaghan

1. Approval of April 3, 2018 Minutes
   - Approved

2. IEC Google Team Drive
   Overview of the Google Team Drive for IEC

   ➢ Ian is the Google Team Drive support person for IEC. Please let him know if you have questions or need assistance.

   Discussion and Agreements:
   - Add year subfolders to the Annual Reports Folder
   - Add folders for each Core Theme
   - Remove headers from file names (other than agendas and minutes)
   - Naming convention for agendas and minutes: YYYY-MM-DD IEC [Agenda/Minutes]
   - Archive items as PDF when published and/or formally approved
   - Remove Microsoft Office extensions when converting files to Google Docs format
   - Add IEC Archive folder for all old shared drive files. Only move minutes into the active Google folders

3. [Mission Fulfillment Report](#)

   Due for Board of Education packet on or around June 28, 2018.

   Examples of the Core Theme/Mission Fulfillment Section:

   https://www.klamathcc.edu/kcc_new/media/IE/Publications/kccMissionFulfillmentReport2017.pdf

   https://www.wwu.edu/accreditation/documents/mission_report.pdf

   https://www.wnc.edu/wp-content/uploads/2018/01/Annual-Mission-Fulfillment-Report-2018.pdf

   http://www.columbiabasin.edu/modules/showdocument.aspx?documentid=5098

   Definition of Mission Fulfillment (from September 5, 2017):
   70% of indicators within a Core Theme must meet or exceed expectation (3 or above)
   All four Core Themes must meet this threshold

   - Mission Fulfillment/Core Theme Section Leads: Molloy with CT Leads
     ➢ Jen will schedule meetings ASAP

- [IE Rubric](#)
- We will evaluate ourselves as a group at the June meeting. Please review the Rubric and make notes in advance of the June meeting.

4. 2018-2019 Membership and Meeting Schedule

    Add Dr. Paul Jarrell, VP ASA
    VP ASA Special Projects faculty position is vacant
    Mary Parthemer's seat will be vacant

    - Jen will work on meeting times for 2018-2019

5. Learning Plan Update

    - Timeline has been extended into next academic year
    - The Learning Plan Development Subcommittee is expanding membership to ensure voices from all governance councils and core themes are included; also an open invitation to any others
    - Looking at summer planning work sessions – faculty would be in paid status
    - Significant question/concern about the scope of the plan exceeding Learning Council's charter. Should this be a College Council plan?

    - Jen will check in with both Learning Council and College Council.

Next Meeting: Tuesday, June 5, 3:30-5:00 p.m.