INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES
May 2, 2017, 4:00-5:00 p.m. in the Boardroom

Present: Ian Coronado, Craig Taylor, Molloy Wilson, Dawn DeWolf, Karen Ash, Jen Steele, Anne McGrail, Brian Kelly, Ce Rosenow, Rosa Lopez, Matt Danskine, Tammy Salman (by position).
Absent: LCCEA Union Representative (Vacant), Faculty Council Representative (Vacant), Christine Andrews, Lesley Stine, Kate Sullivan, Mary Parthemer, LCCEF Union Representative (Vacant).
Notetaker: Anna Kate Malliris
Guest(s): Aliscia Niles

Item	Notes
Agenda & Minutes Approval	- Agenda approved without change - March 7th minutes – postponed approval
Leadership teams and alignment with strategic direction teams (Steele	- Discussion of roles of the lead team and how to involve all stakeholders - Handout #1 - IEC Core Theme leads may not be closely connected to the people who are charged with supporting the work to move the dial on the indicators - Starting point is to identify the appropriate staff to participate - Role of leads: - Involve assembling a group of people (temporary workgroup) to look at the results of the data on the core theme indicators to make meaning of the data: what is (not) working, where we are in relation to the goal, and talk to the people who are charged with doing the work reflected in the core theme indicators. Create broader engagement and lead conversations about the data and its meaning. - There will need to be a calendar, data will need to be identified and collected, and conversations will have to happen as part of the planning cycle. The goal would be to have a mission fulfillment report at the end of each fall. - IEC looks at results at the highest level and determines whether we are fulfilling our mission; we would need to discuss what constitutes meeting the threshold for meeting a standard. - IEC commits to aligning Core Theme Leads with Strategic Directions Leads. ***Vote: Approved.*** - Data is being identified and some collected and being shared back and forth with people but there is not

	systematic method for making this available to view. For the committee, Wilson will make a folder on the shared drive to provide some of the data collected so far.

ATD- ICAT and Task Force Structure (Niles)	• Student Success Model (Pilot/Draft) - Handout #2 – Email additional feedback
	• ATD has relaunched at a national level in response to community college success being really in silos and not scalable
	   o Relaunched 7 capacities that you saw in the ICAT
	   o Lane is looking to relaunch too based on the feedback that ATD was isolated and was not supporting what Lane was already doing.
	   o Took Walla Walla CC's work because it is functioning and can be adapted to Lane Community College
	   o Based in the IEC so that it can be embedded in the work of the college
	   o Still in the development of a smaller core team (Frei, Niles, Herburger, and others recommendations) that works with IEC, and is integrated into student success, with larger engagement through taskforce work around specific initiatives. This will allow broad participation without overloading people by long term commitments
	   o Looking for alignment with Core Themes and Strategic Directions. The Strategic Directions would also have an overlap with the ATD 7 capacities. Choosing 2-3 initiatives (preferably ones that are already up and running as pilot projects) that are most scalable would be the focus.
	• IEC commits to embrace this Student Success Model as a pilot and the IEC may want to look at how to align the ATD work with mission fulfillment. ***Vote: Approved.***
	   o Might start with looking at the ICAT to see where the college is and how to move the work forward.
	• IEC will oversee the work to assure that it is integrated in the work. Involvement of IEC depends on the capacity of the committee to engage.

Update on Assessment System graphic (Coronado)	• Ian will be working on the IEC graphic to make it easier to digest.

Institutional Effectiveness/Mission Fulfillment Reports Examples for review	• Examples of reports from other institutions:
	   o http://www.camdencc.edu/academics/Assessment/upload/Institutional-Effectiveness-Plan-2016-2020.pdf
	   o https://www.smc.edu/EnrollmentDevelopment/InstitutionalResearch/Documents/2013%20Institutional%20Effectiveness%20Report%20Final.pdf
	   o https://www.socc.edu/ie
	   o https://www.shoreline.edu/about-shoreline/board/documents/special-meeting-august-2012/mission-fulfillment-tab1.pdf

	• Need to start thinking about the format that we want to use for the annual report starting this fall. The scope of the report is varied: Strategic Directions and Core Themes, Core Themes at a minimum- we get to decide. o Subcommittee to look at examples and sketch an outline to look at: DeWolf, Steele, Rosenow, & Salman
Next Meeting	**June 6, 2017, from 3:30-5:00 p.m. in Boardroom**