

INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES

June 6, 2017, 3:30-5:00 p.m. in the Boardroom

Present: Ian Coronado, Craig Taylor, Molloy Wilson, Dawn DeWolf, Karen Ash, Jen Steele, Ce Rosenow, Rosa Lopez, Matt Danskine, Tammy Salman (by position), and Kate Sullivan (proxy for Christina Howard).

Absent: LCCEA Union Representative (Vacant), Faculty Council Representative (Vacant), Mary Parthemer, Brian Kelly, Christine Andrews, Anne McGrail, P2P Representative (Vacant), LCCEF Union Representative (Vacant).

Notetaker: Jen Steele

Guest(s): None

Item	Notes
Minutes Approval	<ul style="list-style-type: none"> • June 6th minutes –approved without change
IEC Charter- Draft Revisions	<ul style="list-style-type: none"> • Handout #1 • Initial charter was general and vague. Jen and Dawn drafted some more focused and refined charter language to describe the role and responsibilities of the IEC. • Discussion and Suggestions: <ul style="list-style-type: none"> ○ Link to the assessment system graphic ○ Link to plans and other references (new planning and institutional effectiveness website) ○ Second bullet: add at end “as referenced in the institutional effectiveness plan” ○ Third bullet: switch order of development and identification ○ Fifth bullet: eliminate “ and indicators” ○ Six bullet: change to “Monitor progress toward mission fulfillment” ○ Reorder Bullets as Follows: • Monitor progress of Mission Fulfillment • Oversee the development and identification of core themes, objectives, and indicators • Evaluate core theme indicators to ensure they provide meaningful and verifiable data • Review, analyze and interpret results of assessment of student learning, strategic directions, program review, and governance plans • Monitor the effectiveness of the overall assessment system • Evaluate the achievement of core theme objectives • Disseminate information to decision makers

	<p><i>Committee Membership Changes:</i> Program Review Support Representative (Any) Strategic Planning and Budget Officer Director of Planning and Strategy Add: Diversity Council Representative (Any) Add: Student Affairs Classified Representative (Karen Ash) Remove Ce Rosenow from Special Projects Faculty</p> <p>DECISION: Charter approved with changes listed above</p>
Annual IEC Timeline Draft	<ul style="list-style-type: none"> • Idea is to receive summative reports from planning bodies by the end of Spring term, thereby allowing IEC, IRAP and others to do staff work over the summer to review, analyze and interpret results and present to College Council, the Board and campus community in October at the beginning of fall term. • We would work with the reporting bodies to clarify the information we will be looking for • Consider adding language specific to core themes for all annual reporting documents • Be consistent in report nomenclature
Consultation Visit- July 13th	<ul style="list-style-type: none"> • Kendra Crawley from PCC will be here all day on Thursday to do a mid-cycle review consultation and run through. Mid-cycle visit will be October 23 and 24.
Core Theme Check In	<p><i>Everyone send Ce the changes you are recommending with the rationale by July 17.</i></p> <ul style="list-style-type: none"> • CT 1: Craig is working on 1.1 and 1.2. Data for 1.3, 1.4, 1.5, 1.6 and 1.7 available and will be added to shared drive. Recommending striking 1.8 regarding on arts and cultural events as, despite multiple efforts, there has been no progress toward defining this. • CT 2: Have everything they need. Language has been modified on some of the indicators. Percent of LCC credentials with at least 50% of the coursework available via distance education. • CT 3: Should have information from Anne and APROC on 3.6 Will work with Lynn Nakamura on professional development dat. Don't have curriculum mapping system data yet. Fine tuning definitions and data. Learning plan goal attainment – still in development Kate will write up a status report

	<ul style="list-style-type: none">• CT 4: Summary table on the shared drive. Data points available for all indicators. Need to consider one-page reference sheet for each indicator to provide additional information
Next Step	<ul style="list-style-type: none">• Getting expanded teams fleshed out.
Next Meeting	August 1, 2017, from 3:30-5:00 p.m. in Boardroom