

# IEC Meeting Notes

December 9, 2020, 1:00 - 3:00 pm, via Zoom

Members present: Molloy Wilson, Paul Jarrell, Kate Sullivan, Marsha Sills, Tammie Stark, Shannon Ball, Chris Rehn, Brandon Gibson, Barb BarlowPowers, Carla Arciniega, Richard Plott, Christine Andrews, Sara Baptista, Patrick Blaine (guest), Brett Rowlet (guest), Cathy Thomas (guest)

## Welcome IEC Members

### Announcements

- Reports to the IEC from the Councils, Assessment & APROC; due January 15, 2021 (Richard, Paul)
- Thank you to the IEC Comms Team (Cathy, Gina, Marsha, Molloy, Brandon, Shannon, Tammie), the Scorecard Ratings work group members (Kate, Shannon, Patrick, Brandon, Cathy, Tammie) for the significant amount of high quality work over the last couple of months!

## Presentation of new [Final IEC Charter](#) (Richard, Paul)

- Overview: all feedback was considered and integrated
- Absentee voting is allowed but only if a quorum is present. If quorum is not present, no voting will take place.
- Timeline: President & Provost signatures in process
- Future meetings will be held on Thursdays
- Membership transition plan: Jan 4th members will be appointed and notified
- Joint meeting in Jan w/ new and existing members in attendance

When will appointees of management be available? In Jan, as they are available, the info will be shared (Richard). Is a staged membership transition possible? Need time for faculty & classified unions to process appointments. Would be nice to have time to ID gaps first before these appointments take place. Richard will look into the timeline and get back to the group.

## Develop IE Commission Bylaws

(Previously [Proposed Designation Rules](#))

- Quorum defined:  $\frac{2}{3}$  of voting members (not including ex-officio). When a vote will be held, members will be notified in advance, when possible, so that voting members may attend or send in an absentee ballot.
- Member proxies for voting: Members may elect a proxy member; the term of the proxy will last only for one meeting.

- Absentee ballots - covered in charter
- Chair shall preside over meetings. Secretary shall be responsible for keeping records, taking minutes, sending out meeting announcements, minutes and agenda, as needed. The Chair may appoint a Secretary, as needed. Secretary must be an IEC member. Chair term shall be two (2) years and may serve consecutive terms, if voted in by membership. [January 14, 2021 update: Chair shall maintain website pages related to the IEC.]
- Resignations shall be sent to the Chair/Secretary.
- The Commission shall meet monthly, as feasible, and at least once per term.

The intent of this Commission is that members must be in attendance, when possible. In the future, IEC meetings will be recorded, if affirmed by the new members, and recordings will be a regular part of the process.

In the future, when meetings are held in-person, a zoom link will be provided. The combination of zoom sessions and recordings available at a later date will support full stakeholder participation.

#### **START HERE IN JAN IEC MEETING:**

- The Commission may meet during the summer, but will consider the need for full stakeholder representation (since many faculty are not available) before moving items forward.
- Other bylaws that should be developed???

DUE TO OTHER MEETINGS, MANY MEMBERS HAD TO LEAVE AT THIS TIME. THEREFORE, THE REMAINING PORTION OF THE MEETING WAS RECORDED. [CLICK HERE TO ACCESS THE RECORDING.](#)

#### **Mission Fulfillment and Institutional Effectiveness (MFIE) Evaluation Process**

- **Scorecard Ratings Using [MFI Rubric](#)**
  - MFI Rubric work group (Brandon, Cathy, Patrick, Shannon, Tammie, Kate)
  - MFI Rubric is based on 4 categories (initial, emerging, developed, highly developed). Over the next year or so we will be testing the rubric and gathering feedback to make it better. Shannon will lead this work.
  - Presentation of MFI Scorecard Ratings by work group (Shannon, Brandon, Patrick, Cathy, Kate, Tammie) ([MFI Rating Work Group Notes](#))
  - Feedback and discussion (all)
  - Next steps:
    - Richard takes Scorecards to Cabinet
    - Internal review and comment period for all stakeholders. TO REVIEW AND PROVIDE FEEDBACK ON SCORECARDS,

PLEASE ACCESS THEM IN THIS FOLDER ([Mission Fulfillment Scorecards for Feedback](#)) & USE THE COMMENTS FEATURE

DUE: DEC 30, 2020

- Thank stakeholders
- Final feedback integrated; Scorecards completed DUE: JAN 10, 2021
- See “Timeline” in [IEC Communications Team Notes](#) for detail

### **Next Steps in MFIE Evaluation Process, DUE FEB 15:**

- Call for volunteers (IEC work groups and/or individuals):
  - Read reports to the IEC (due Jan 15 to the IEC); write summary of trends from reports (Patrick, Christine, Marsha, Cathy) DUE: JAN 29, 2021
  - Review & write summary of relevant accreditation information (Richard, Patrick) DUE: FEB 1, 2021
  - Compare MFIs with definition of Mission Fulfillment; write meta-narrative (Shannon, Molloy, [insert here]) DUE: JAN 28, 2021
  - Application of [IE Rubric](#) (Lane’s self assessment) [should be informed by first 3 bullet points] (begin @ Jan 14 IEC meeting) DUE: JAN 29, 2021
  - Synthesize material & write Mission Fulfillment Report (Shannon, Tammie, [insert here]) DUE: FEB 15, 2021
- See [IEC Work Plan 2019-2021](#), “Evaluate Institutional Effectiveness & Write Mission Fulfillment Report” section, page 2 for detail & specific due dates for each task

### **Conclude meeting**

- Jan 14, 2020, 11-12
- IEC [shared drive](#)
- [IEC website](#)