

MEETING AGENDA

<b>Name of Council/Team: Institutional Effectiveness Council</b>	
<b>Date: January 22, 2018</b> <b>Time: 3:00-5:00pm</b>	Location/Room #: Student Center Board Room Call-In Number: N/A Call-In Code: N/A
<b>Facilitator(s):</b> Adam Karp and Bill Simpson	
<b>Timekeeper:</b> Joelle Gibson-Wittrup	
<b>Note Taker:</b> Joelle Gibson-Wittrup	
<b>Attendees:</b> Adam Karp, Bill Simpson, Lisa Lawrenson, Kuldeep Kaur, Frank Malaret, Rina Roy, Parrish Geary, Yuj Shimizu, Corinne Arrieta, Alisa Shubb, Ed Hashima, Kay Lo, Tyler Rollins, Jonathan Santos, Kevin Porter, Breanna Martin, Tressa Tabares (guest)	
<b>Objective of meeting:</b> Inaugural meeting to welcome members, review Council charter, and orient members to the work of the Council	
<b>DISCUSSION ITEMS:</b> Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.	
<b>Topic/Question</b>	<b>Responsible Party and Time Allotted</b>
<b>Welcome, Introductions, and Check-in</b>	Adam Karp (20 minutes)
<b>Institutional Effectiveness Council Charter</b>	Adam Karp, Bill Simpson (10 minutes)
<b>Governance Implementation Update</b>	Adam Karp, Tressa Tabares (15 minutes)
<b>Integrated Planning Improvement Team Update</b>	Kuldeep Kaur, Alisa Shubb (10 minutes)
<b>Institutional Research Update</b>	Yuj Shimizu, Tyler Rollins (25 minutes)
<b>Accreditation Update</b>	Adam Karp, Bill Simpson (5 minutes)
<b>Professional Development</b>	Adam Karp (15 minutes)
<b>Additional Project Teams</b>	Adam Karp (10 minutes)
<b>Wrap-up and Adjourn</b>	Adam Karp, Bill Simpson (10 minutes)

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## MEETING AGENDA

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<b>Name of Council/Team: Institutional Effectiveness Council</b>	
<b>Date: February 26, 2018</b> <b>Time: 3:00-5:00pm</b>	Location/Room #: Student Center Board Room Call-In Number: N/A Call-In Code: N/A
<b>Facilitator(s):</b> Adam Karp and Bill Simpson	
<b>Timekeeper:</b> Joelle Gibson-Wittrup	
<b>Note Taker:</b> Joelle Gibson-Wittrup	
<b>Attendees:</b> Adam Karp, Bill Simpson, Lisa Lawrenson, Kuldeep Kaur, Frank Malaret, Rina Roy, Parrish Geary, Yuj Shimizu, Corinne Arrieta, Alisa Shubb, Ed Hashima, Kay Lo, Tyler Rollins, Jonathan Santos, Kevin Porter, Alexandrina Chavez	
<b>Objective of meeting:</b> Discuss governance process, data visualization, integrated planning updates, accreditation reports, strategic plan metrics	
<b>DISCUSSION ITEMS:</b>	
<b>Topic/Question</b>	<b>Responsible Party and Time Allotted</b>
<b>Welcome, Introductions, and Check-in</b>	Adam Karp (10 minutes)
<b>Achieving the Dream DREAM 2018 Conference Follow-up</b>	Adam Karp (10 minutes)
<b>Governance</b> <ul style="list-style-type: none"> <li>• <b>Communication Platform -- Basecamp</b></li> <li>• <b>End-of-Year Process</b></li> </ul>	Adam Karp (20 minutes)
<b>Integrated Planning Improvement Team Update</b>	Kuldeep Kaur, Alisa Shubb (10 minutes)
<b>EMP (Annual Unit Planning) Process</b>	Adam Karp (5 minutes)
<b>Data on Demand &amp; Data Visualizations -- Higher Ed Profiles</b>	Tyler Rollins (30 minutes)
<b>Accreditation</b> <ul style="list-style-type: none"> <li>• <b>Stretch Goals/Annual Report</b></li> <li>• <b>Midterm Report Timeline and Process</b></li> </ul>	Yuj Shimizu, Tyler Rollins (10 minutes) Adam Karp (5 minutes)
<b>Strategic Plan Metrics</b>	Adam Karp (5 minutes)
<b>Wrap-up and Adjourn</b>	Adam Karp, Bill Simpson (5 minutes)

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## MEETING AGENDA

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<b>Name of Council/Team: Institutional Effectiveness Council</b>	
<b>Date: March 19, 2018</b> <b>Time: 3:00-5:00pm</b>	Location/Room #: Student Center Board Room Call-In Number: N/A Call-In Code: N/A
<b>Facilitator(s):</b> Adam Karp and Bill Simpson	
<b>Timekeeper:</b> Joelle Gibson-Wittrup	
<b>Note Taker:</b> Joelle Gibson-Wittrup	
<b>Members:</b> Adam Karp, Bill Simpson, Lisa Lawrenson, Kuldeep Kaur, Frank Malaret, Rina Roy, Parrish Geary, Yuj Shimizu, Corinne Arrieta, Alisa Shubb, Ed Hashima, Kay Lo, Tyler Rollins, Jonathan Santos, Kevin Porter, Alexandrina Chavez	
<b>Objectives:</b> <ul style="list-style-type: none"> <li>● Provide training for Basecamp integration</li> <li>● Provide feedback on Integrated Planning Improvement Team annual unit planning and program review documents</li> <li>● Discuss democratization of data for decision making</li> <li>● Review accreditation reports</li> </ul>	
<b>Reference Materials (<a href="#">shared meeting folder for 3-19-18</a>):</b> <ul style="list-style-type: none"> <li>● <a href="#">Annual Unit Planning and Program Review documents</a></li> <li>● <a href="#">A New Vision for Institutional Research</a> (article)</li> <li>● <a href="#">ACCJC Annual Report</a> and <a href="#">ACCJC Fiscal Report</a></li> </ul>	
<b>DISCUSSION ITEMS:</b>	
<b>Topic/Question</b>	<b>Responsible Party and Time Allotted</b>
<b>Welcome and Check-in</b>	All (15 minutes)
<b>Basecamp Training and Integration</b>	Adam Karp, Jonathan Santos (15 minutes)
<b>Integrated Planning Improvement Team Update</b>	Kuldeep Kaur, Alisa Shubb (30 minutes)
<b>Democratization of Data for Decision Making</b>	Adam Karp, Tyler Rollins, Yuj Shimizu (30 minutes)
<b>ACCJC Annual Report and ACCJC Fiscal Report</b>	Yuj Shimizu, Adam Karp, Kuldeep Kaur (15 minutes)
<b>Wrap-up and Adjourn</b>	Adam Karp, Bill Simpson (5 minutes)

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**MEETING AGENDA**

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<b>Name of Council/Team: Institutional Effectiveness Council</b>	
<b>Date: April 16, 2018</b> <b>Time: 3:00-5:00pm</b>	Location/Room #: Student Center Board Room Call-In Number: N/A Call-In Code: N/A
<b>Facilitator(s):</b> Adam Karp and Bill Simpson	
<b>Timekeeper:</b> Joelle Gibson-Wittrup	
<b>Note Taker:</b> Joelle Gibson-Wittrup	
<b>Members:</b> Adam Karp, Bill Simpson, Lisa Lawrenson, Kuldeep Kaur, Frank Malaret, Rina Roy, Parrish Geary, Yuj Shimizu, Corinne Arrieta, Alisa Shubb, Ed Hashima, Kay Lo, Tyler Rollins, Jonathan Santos, Kevin Porter, Alexandrina Chavez	
<b>Objectives:</b> <ul style="list-style-type: none"> <li>Discuss and provide feedback on Integrated Planning Improvement Team annual unit planning and program review documents</li> </ul>	
<b>Reference Materials:</b> <ul style="list-style-type: none"> <li><a href="#">Annual Unit Planning and Program Review documents</a> (4-9-18)</li> <li><a href="#">Executive Leadership Team meeting documents</a> (4-2-18)</li> </ul>	
<b>DISCUSSION ITEMS:</b>	
<b>Topic/Question</b>	<b>Responsible Party and Time Allotted</b>
<b>Welcome and Check-in</b>	All (10 minutes)
<b>Integrated Planning Improvement Team Update</b>	Kuldeep Kaur, Alisa Shubb (80 minutes)
<b>Executive Leadership Team Update</b>	Adam Karp (20 minutes)
<b>Next Meeting: 5-14-18</b>	Adam Karp, Bill Simpson (10 minutes)

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**MEETING AGENDA**

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<b>Name of Council/Team: Institutional Effectiveness Council</b>	
<b>Date: May 14, 2018</b> <b>Time: 9:00-11:00 am</b>	Location/Room #: <b>Aquarium Conference Room</b> Call-In Number: N/A Call-In Code: N/A
<b>Facilitator(s):</b> Adam Karp and Bill Simpson	
<b>Timekeeper:</b> Joelle Gibson-Wittrup	
<b>Note Taker:</b> Joelle Gibson-Wittrup	
<b>Members:</b> Adam Karp, Bill Simpson, Lisa Lawrenson, Kuldeep Kaur, Frank Malaret, Rina Roy, Parrish Geary, Yuj Shimizu, Corinne Arrieta, Alisa Shubb, Ed Hashima, Kay Lo, Tyler Rollins, Jonathan Santos, Kevin Porter, Alexandrina Chavez	
<b>Objectives:</b> <ul style="list-style-type: none"> <li>● Review Integrated Planning Improvement Team annual unit planning and program review documents</li> <li>● Make recommendation to Executive Leadership Team for action on Integrated Planning Improvement Team deliverables</li> <li>● Provide feedback on Integrated Planning System Implementation Mock-up</li> <li>● Discuss Governance preparation for the fall</li> </ul>	
<b>Reference Materials:</b> <ul style="list-style-type: none"> <li>● <a href="#">4-09-18 Integrated Planning Team Agenda and Materials</a></li> <li>● <a href="#">Integrated Planning Team Report 5-11-18</a></li> <li>● <a href="#">Intro - Integrated Planning Implementation Mock-up</a></li> <li>● <a href="#">ARC Integrated Planning System Implementation Mock-up</a></li> </ul>	
<b>DISCUSSION/ACTION ITEMS:</b>	
<b>Topic/Question</b>	<b>Responsible Party and Time Allotted</b>
Welcome and Check-in	All (5 minutes)
Integrated Planning Improvement Team Report	Adam Karp (20 minutes)
Integrated Planning System Implementation Mock-up	Adam Karp (60 minutes)
Governance Preparation for Fall	Adam Karp (15 minutes)
Wrap-up and Adjourn	Adam Karp, Bill Simpson (5 minutes)

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