

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council			
<b>OBJECTIVE OF MEETING:</b> Review Institutional Effectiveness Council Charter; Review Accreditation Midterm Report Process; Discuss Integrated Planning Progress; Discuss Data Dashboard Development; Discuss Support for the New Governance Process			
<b>DATE:</b> 10/15/2018 <b>TIME:</b> 3:00pm		<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Adam Karp and Bill Simpson			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Joelle Gibson-Wittrup			
<b>MEMBERS PRESENT:</b> Adam Karp, Kuldeep Kaur, Inna Linnyk, Kevin Porter, Yujiro Shimizu, William Simpson, Parrish Geary, Joelle Gibson-Wittrup, Tyler Rollins, Rina Roy, Alisa Shubb			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
Welcome and Connection	Adam Karp		
Executive Leadership Team Update	Adam Karp and Bill Simpson	-Discussion of finalizing project charters, support for governance, agendas and notes, using a personalized email (instead of noreply, sent from IGOR) to send updates. -Graphic is being created: pathways through the college. -Student Success Council: need to do more work for students 1st experience. Working on resource panel. -Operation council: working on wayfinding. -Discussion: terms designee (person in position has authority to designate; formal and longer period) and alternate (someone substituting)	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
Does the Institutional Effectiveness Council suggest any further modifications to its charter before approving it?	Adam Karp	-Numerous changes were made to the bulleted list "Duties and Outcomes". See charter. -ELT should discuss IEC's responsibility with programs that have other accrediting bodies (e.g., nursing).	
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
What is the status of the Accreditation Midterm Report?	Adam Karp	-Midterm Report is due to ACCJC March 2019; full draft is not yet available. -Report includes response to college self identified improve plans and recommendations for improvement from last accreditation visit -ELT will be used as an accreditation council to oversee work with the college president making the ultimate decisions. -Reviewed timeline for fall and spring -Previous accreditation, the commission ruled ARC needed to complete a follow up report in regards to institutional set standards and stretch goals.	
What suggestions does the			

Council have in support of the the development of the Integrated Planning Guide?	Adam Karp; Kuldeep Kaur; Alisa Shubb	-Held meeting Friday regarding IPG; sections within the document that are in yellow highlight were discussed. -Need for a document or guide regarding resource development? Both research and the business office have increased work loads regarding support for planning. -For each type of plan there is a general description followed by how the plan should be used. Each team should make sure this is reflective of their work.
How can the Council support the new Program Review process?	Adam Karp and Alisa Shubb	-Two trainings will be held this week with the new system and new cohort; materials will be posted on the integrated planning portal. Feedback will be received as this system is opened. -QUEST training has been completed. -Annual Unit Planning (AUP) does not have any training or information set up currently. PR starts earlier but is integrated with AUP; need conversations about the end game for both. -Ongoing support; institutional conversations regarding this are needed. Conversations about deadlines; when is necessary? How does this work align with budget and other processes? Should desired equipment be requested in this program?
What feedback does the Council have in support of the data dashboard development, specifically with regard to our strategic plan metrics?	Adam Karp; Tyler Rollins; Yuj Shimizu	-Presentation was shown with metrics relating to the Strategic Plan; overview of progress for different groups of students such as first time students. -Data dashboard will be live soon. -What reports are most useful, can be built out?
What approach should the college use to evaluate the new governance process?	Adam Karp	-How do we evaluate integrated planning? What kind of measures, surveys, focus groups etc.? Two parts: what to evaluate and how to evaluate it. Council will need to design what this looks like by early spring. -For Project teams use deliverables (listed in the charters) to evaluate, and for councils use charters? -Create document in Basecamp for council members to submit ideas.
What feedback is needed on the annual unit planning list of objectives?	Adam Karp	-Academic senate had second reading, but has not voted. -Other groups (classified and administrators) will have the opportunity to see the original objectives list as well.

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person