Institutional Effectiveness Council

Meeting Notes

NAME OF COUNCIL/TEAM: Institutional Effectiveness Council	
OBJECTIVE OF MEETING: Provide input on Convocation; review governance evaluation	
DATE: 05/20/2019 **TIME:** 3:00pm	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Adam Karp and Bill Simpson	
TIMEKEEPER:	
ASSISTANT: Joelle Gibson-Wittrup	
MEMBERS PRESENT: Roger Davidson, Adam Karp, Kuldeep Kaur, Inna Linnyk, Yujiro Shimizu, William Simpson, Joelle Gibson-Wittrup, Jennifer Laflam, Kay Lo, Tyler Rollins, Rina Roy, Alisa Shubb	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Institutional Equity Plan edits	Adam Karp	-Was approved by ELT and AS (Academic Senate), version 6a attached to the agenda. -Cheri Jones worked with chairs Pam Chao and Joshua Moon Johnson. There is now an overview of recommendations, 28 total. New diagrams to increase readability. Personal equity is now framed as a introspective question; change to administrative recommendations. -Version 6B was passed around, digital copy is not available yet. Note on pg. 11 "placeholder" note from Cheri Jones.
Support for Governance and Integrated Planning	Adam Karp	-One of the themes from the Governance work group: someone needs to be keeper of the flame; monitor activities, calendars, events, and administrative/organizational pieces. This will be a classified position, clerk III. Committee has met and is moving along to hire the FT position.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Convocation discussion - President Greene has asked the CTL to be involved in planning a Convocation that supports our college's mission of social justice and equity. Questions for the Council: 1) What are the Council members' thoughts on Convocation featuring an outside speaker? 2) What are the Council members' thoughts on how to feature student voices at Convocation? 3) What are some key messages that should be conveyed at Convocation?	Jennifer Laflam, Scott Crow	Context: last 4-6 weeks getting input for convocation from groups and the councils. Themes include: desire for inclusion of all employees (including student employees and student leadership) and provide message to increase social equity. -Outside speaker: idea of speaker is great, done thoughtfully to start conversation. Speaker from marginalized group in communication field and possibly social justice. This person may be available for workshops after, as well as keeping in mind next several convocations. Presenter on social justice, definitions of social justice and equity from the IEP. Main themes that are relevant to all, not just faculty. Making the link between abstract concepts and the practical application. In ARC's annual unit planning trying to connect to social justice. - ARC Librarian has podcast with student voices. Relate to interpersonal interactions, social mobility.

		-Convocation has not been a unified message for a while; repurpose convocation, as it is faculty's only mandatory professional development.
What are the themes emerging from the governance evaluation?	Tyler Rollins	Themes found: communication, ex officio appointments not knowing they are appointed. Some members are not necessarily engaged. Comments about equity and diversity regarding group membership. -Disconnect between campus and District, proposals not approved etc. Faculty needs clarity on what can be influenced. -Add advisory groups to the IGOR website. -Governance Task Force planned to be self-reflective and humble: students, faculty, staff, and administrators.
What is the status of EAI data reporting?	Adam Karp, Tyler Rollins	-The question for the committee: what is the appropriate course of action for sharing this kind of data to broader faculty? The purpose of the data is to guide department conversations and provide an opportunity for faculty to reflect. Discussion regarding data definitions. -Discussion regarding consequences of this data. Slower roll out and anonymity may be needed. Need to focus on how to help people interpret the data. Create an advisory group (ARC had the Data Inquiry Group in the past).
ITEMS FOR FUTURE CONSIDERATION:		
Topic		**Contact Person**