Institutional Effectiveness Council

Meeting Notes

NAME OF COUNCIL/TEAM: Institutional Effectiveness Council	
OBJECTIVE OF MEETING: Provide updates regarding project teams, integrated planning; Discuss accreditation project team charter	
DATE: 02/10/2020 **TIME:** 3:00pm	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Adam Karp and Bill Simpson	
TIMEKEEPER:	
ASSISTANT: Mary Goodall	
MEMBERS PRESENT: Adam Karp, Hironobu Kobayashi, Kevin Porter, Yujiro Shimizu, William Simpson, Corinne Arrieta Katzorke, Mary Goodall, Jennifer Laflam, Kay Lo, Janay Lovering, Christopher Olson, Rina Roy,	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
UPDATES AND BRIEF REPORTS:	

Topic	Person(s) Responsible	Notes
Welcome	Adam Karp	-Maintaining a list of ALL projects during the life of our Governance System was discussed -Suggested to examine Project Management applications that the Councils /Teams could use to support their work.
Check-In: What are you working on presently to (1) develop yourself professionally and (2) take care of yourself personally?	All	-Members shared what they are working on personally and professionally. Noted that connections are an integral piece to what we do.
Governance project team schedule of deliverables for spring 2020 and schedule of governance meetings for spring 2020 and fall 2020	Adam Karp	-The EMP Team is done and their work has been approved by ELT. -The Spring and Fall calendars have been approved by ELT and will be uploaded to IGOR and the Governance web page. -The Governance Reading Schedule will be updated and uploaded to IGOR and the Governance web page.
HomeBase Steering Group update	Frank Kobayashi	-Note the non-governance verbiage of 'steering' group. They will meet every 2 weeks and deliver by August. -Backward mapping to reach due date. -Pulled themes from the Convocation input, will be using these throughout the process. -an Implementation plan will be going out to the entire college community. -All 6 homebases will be working on homework to get work done. -understand and use the Org. chart
		-Actions from last year. -See this years data.

What updates have been made to the Integrated Planning Portal?	Yuj Shimizu and Chris Olson	-Integrated SLO data and DI data at course level. You will see success/mastery/and drop rate information. -"In Progress" will stay put.
Program Review update	Janay Lovering	-The Boardroom has been booked for the Program Review Presentations on 4/29 and 5/6. -Save the date announcements have been sent to all participants. -Deadline has been pushed back to 4/16.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What is the status of the Institutional Campus Climate Survey and how will results from the survey be shared?	Adam Karp	-Approx. 250 surveys have been scanned for ARC Main Campus. -Data Analysis will be done later considering: end of semester findings, collaboration with research, equity and inclusion. -Unofficial data will go to DI Team with preliminary findings.
How is the Professional Development & Training project team collecting input on the proposed competencies? https://americanrivercollege.ideascale.com/ - Equity-Minded Service - Effective Communication - Organizational Adeptness - Technological Proficiency - Leadership Development - Collaborative Innovation - Data Literacy	PD team members	-See IdeaScale.com (on Insider home page). Email was sent week of 2/4. -a combination of job descriptions and skills were looked at and themes pulled to determine the 8 areas currently listed. -Includes on-boarding for new employees. -Includes items such as DO, Vision Resource Center for the state, and Lynda.com.
What input does the Council have on the Institutional Self Evaluation Project team charter?	Adam Karp and Bill Simpson	-Chartered by ELT. -Will meet mid-March at DO with other district teams, and with our Accreditation liaison here at ARC. - Accreditation visit will occur Fall 2022 and the team will be working backward from then to build our timeline. -The ACCJC site shows us much we need to know about the Standards, how we will build out teams, and how we will input evidence and responses. -There are training webinars on the ACCJC website for people serving on the project team.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Project team charters for 2020-2021	Adam Karp
Tracking project team implementation	Adam Karp