

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council			
<b>OBJECTIVE OF MEETING:</b> Take action on Professional Development and Training project team report; Provide update regarding ACCJC training; Affirm Institutional Effectiveness Council charter			
<b>DATE:</b> 04/20/2020 <b>TIME:</b> 3:00pm		<b>LOCATION/ROOM #:</b> <a href="https://ccconfer.zoom.us/j/92254619048">https://ccconfer.zoom.us/j/92254619048</a> <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> Mary Goodall			
<b>MEMBERS PRESENT:</b> Roger Davidson, Adam Karp, Kevin Porter, Yujiro Shimizu, William Simpson, Naomi Dasari, Mary Goodall, Jennifer Laflam, Kay Lo, Janay Lovering, Rina Roy, Koue Vang,			
<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>	
Accreditation project team training update	Adam Karp	<ul style="list-style-type: none"><li>-ACCJC liaison has been in contact since the cancellation of her March 18th training.</li><li>- A new training has been scheduled for May 1 via Zoom.</li><li>-After training the Accreditation Team will move forward with their work.</li><li>-The overall accreditation timeline has not changed.</li></ul>	
Updated Office of Institutional Research web page	Chris Olson	<ul style="list-style-type: none"><li>-A member of the Research Team showed us some basics for navigating the new website location.</li><li>-It can be found via a search or through the Insider under Remote Resources.</li><li>-There are several instance to obtain information 'self service' without submitting a research request.</li><li>-Submitting a research request through this portal is very user friendly.</li></ul>	
<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 support forwarding the Professional Development and Training project team report (2nd Reading) to the Executive Leadership Team?	Alisa Shubb; Olga Prizhbilov	30	<ul style="list-style-type: none"><li>-A member of the Team ran use through some highlights and changes, including specifics in the addendum.</li><li>-The Report was approved by the council.</li></ul>
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
Does the Council have any suggestions for updating its charter?	Adam Karp	<ul style="list-style-type: none"><li>-The council looked over the initial IEC Charter and made some suggested edits.</li><li>-The IEC Charter was last revised in October 2018.</li><li>-This will go to ELT.</li></ul>	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			

Topic	Contact Person
Governance Training for Fall 2020	Adam Karp
<b>OTHER INFORMATION:</b> -Guest from the Office of Equity and Inclusion was invited to share a PowerPoint on Equity and speak about the scope of work done in that office. -Next Council Meeting: May 18, 2020 @ 3:00pm.	

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