

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council			
<b>OBJECTIVE OF MEETING:</b> Updates and Discussion			
<b>DATE:</b> 11/15/2021 <b>TIME:</b> 3:00pm		<b>LOCATION/ROOM #:</b> <a href="https://rccd.zoom.us/j/96610218546">https://rccd.zoom.us/j/96610218546</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> Ryan Bonomo, Roger Davidson, Adam Karp, Yujiro Shimizu, Bill Simpson, Corinne Arrieta, Mary Goodall, Jennifer Laflam, Janay Lovering, Judy Mays, 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 update: - ISER approved by Board of Trustees on November 10 - Preparation for submission	Adam Karp and Bill Simpson	Board of Trustees comments: - The Deputy Chancellor spoke about the overall process for all colleges. - The decline in enrollment was asked about.	
Annual Unit Planning Update: Due date extended to November 30	Adam Karp	The College President suggested an extension based on information being brought to her attention	
Employee Onboarding Project Team Timeline Update	Adam Karp	Looking at Spring 2022 for project initiation	
2020-2021 SEA Program Annual Report	Adam Karp		
IGOR System Update	Mary Goodall and Ryan Bonomo	- Senates can now add their agendas/minutes to the Documents section. - Sponsoring councils can now edit any project charters that they are working on.	
Professional Development Update	Jen Laflam	<p>Fall 2021:</p> <ul style="list-style-type: none"> <li>- Five workshops by Dr. Sharla Berry following up on Convocation session on Creating Engaging and Inclusive Online Learning Environments</li> </ul> <p>Preparing for Next Semester series:</p> <ul style="list-style-type: none"> <li>- Grading for Equity workshops</li> <li>- Panel on Alternative to A-F Grading</li> <li>- Transforming Assignments series</li> <li>- Transforming Syllabi workshops</li> </ul> <p>Actionable Equity Series</p> <ul style="list-style-type: none"> <li>- Equity and Diversity in the Classroom: A Reaching and Learning Institute</li> <li>- Communities of Practice with departments</li> </ul> <p>Spring 2022:</p> <ul style="list-style-type: none"> <li>- Data 2.0 Workshops</li> <li>- Waves of offerings on Equity in grading, assignments, syllabi</li> <li>- Series to support the success of Latinx students--Mejorando ARC para nuestras comunidades</li> <li>- Communities of Practice in departments</li> </ul>	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
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**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
What has been learned about the College through the Institutional Self-Evaluation Report (ISER)? Are there any Standards where we might expect core inquiries to surface from the peer review team? Are there any Standards for which we anticipate commendations?	Adam Karp and Bill Simpson	
The college utilizes Program Review as a means for programs to reflect on their outcomes and plan for the future. How can the college better support programs going through the Program Review process and consequently advance the goals of the college?	Janay Lovering	<p>Challenges:</p> <ul style="list-style-type: none"> <li>- faculty can not understand their data (need for PD and Research time)</li> <li>- faculty can not get research requests processed in a timely manner (the college is down one researcher and the research department is pulled to other projects during key PR times)</li> </ul> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>- outside consultants to look at data and program itself</li> <li>- better manage the Research department to respond to reviewer's needs</li> <li>- get Deans on board with the process in a collaborative (not punitive) way</li> </ul>
Per ARC's governance process, councils are chartered for a period of 3 years. What input does the Institutional Effectiveness Council have for renewing its 2018-2021 charter?	Adam Karp	The Charter document was shared with Council members in Google Docs to go over and provide feedback. Deadline to work on it is 12/01/21. We will format a new draft to send to ELT for the December meeting.

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person