

Institutional Effectiveness Council

Meeting Notes

NAME OF COUNCIL/TEAM: Institutional Effectiveness Council

OBJECTIVE OF MEETING: Updates on all areas of equity, institutional research, integrated planning, participatory governance, regional accreditation, and professional development.

DATE: 09/19/2022
TIME: 3:00pm

LOCATION/ROOM #: <https://rccd.zoom.us/j/82290663692>
CALL-IN NUMBER:
CALL-IN CODE:

FACILITATOR(S): BJ Snowden, Bill Simpson

TIMEKEEPER:

ASSISTANT: Mary Goodall

MEMBERS PRESENT: Kale Braden, Yujiro Shimizu, Bill Simpson, Robert Snowden, Mary Goodall, Joel Keebler, Janay Lovering, Chris Olson

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
ARC Update on Core Inquiries September 2022	Bill Simpson	ARC's reply to the Core Inquiry from ACCJC was sent on 09/13/22. 1-IEC added processes to show what we plan to do if we do not meet the standards via ISS Report. 2-OPS detailed how they work with committees and FM to show how we use the Facilities Master Plan to guide projections. Including cost of ownership. 3-A report was written to detail the creation and use of the Student Design Team. 4-A faculty member worked with the SLO committee to push for adding SLO's to syllabi to ensure proper publication as stated in our ISER. Four District based inquiries were added to our report, although they were not written by ARC colleagues. Site visit will occur October 10-12, 2022.
Looking at the cycle and calendar for Integrated Planning	Janay Lovering	The Program Review chair and committee felt it was best to keep an ongoing set of dates for Program Review and Annual Unit Planning. This semester we will move the AUP date from 11/15 to 11/30 to accommodate giving more to to Research to provide data, still giving ample time for Dean's to review.
Welcome new members, new semester focus	BJ Snowden	

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Postponement of the Employee Onboarding Charter	BJ Snowden	Instead of full postponement we discussed being able to move the end dates slightly and work to complete the project.	Mary worked with the charter chair and the president's office to find a better timeline. New dates can be found in the charter section of IGOR. (https://igor.arc.losrios.edu/ProjectCharter/Details/21) The charter will start meeting again next week.
Changes to IPP: There are administrative and student services units in the Program Review component of IPP that are "not set." This means they are not part of a Cohort and, essentially, do not undergo Program Review. Should these units do PR? If not, should these units be separated from the Program Review component of the portal, and should they	Jen Laflam, Janay Lovering	Jen was absent and this will be postponed.	

continue to do AUP? If yes on both counts, how should their AUP look?			
Filling empty seats on the Council	Mary Goodall	Open positions were discussed.	BJ will reach out to management. Mary will reach out to Faculty and Classified Senates.
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Placing Organizational Charts on The Insider Page?	Mary Goodall	BJ will discuss at PES. Research any IT issues that may occur with this being updated on a continuous basis if we attempt to link to those found on the LRCCD employee page..	
Should the ALO have a seat on this council?	Bill Simpson	It was discussed and we may want to make this an ex-officio seat and the ALO will be asked to speak when necessary. BJ will also discuss at PES.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic	Contact Person		
Our chair tasked the assistant with setting a meeting up with key people for the week prior to the Accreditation site visit. (meeting scheduled for 10/05/22)			
In the interest of moving back on campus, the chair tasked the assistant with booking the Student center Boardroom for future IEC meetings. (reservation complete)			
OTHER INFORMATION: Meetings schedule: Every month on the Third Monday: Oct 17, 2022, Nov 21, 2022, Dec 19, 2022, Feb 20, 2023, Mar 20, 2023, Apr 17, 2023, May 15, 2023			