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: 10/17/2022 **TIME:** 3:00pm-5:00pm	**LOCATION/ROOM #:** https://lrccd.zoom.us/j/82290663692 **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): BJ Snowden, Bill Simpson	
TIMEKEEPER:	
ASSISTANT: Mary Goodall	
MEMBERS PRESENT: Yujiro Shimizu, Bill Simpson, Robert Snowden, Aleia Stalker, Christina Wagner, Diana Garcia, Mary Goodall, Kevin Hill, Joel Keebler, Jennifer Laflam, Janay Lovering, Martina Molina-Kanae, Chris Olson, Devoun Stewart	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
1st Reading - Employee Onboarding Team	Kathy Sorensen	-Draft report shared -Not as much needed by Faculty (because they have a good system in place-NFA) -Classified work done over summer while faculty was away -Campus Culture -Vision, Mission, Goals (how do Classified fit?) -Equity -Closing gaps -Identifying barriers to effective onboarding: lack of training, lack of mentors, supervisors support -There are levels to the onboarding process -Provide Orientations -Ongoing training -Working with Senate and Bargaining Groups -Recommendations comments: -How do we get Classified to train new Classified? -Terminology changes "hopefully" change to how -bring to the Senates
ISER Team Site Visit information	Bill Simpson	-ARC's Student Design Team was highly commended! Four possible recommendations: -Opportunities to strengthen our processes regarding the actions for improvement the college takes when we fail to meet one of our Institution-Set Standards. -How the college ensures regular and substantive interaction occurs in distance education courses. -The process by which the Board regularly reviews and updates its policies. -How the district delineates college and district roles and responsibilities, and the interface between college-level and district-level governance.
Professional Development	Jen Laflam	-CTL - faculty liaisons working on Equity -Open Education Resource -Worked with Research and Program Review on updating -Updating training for management and classified as well -Equity focused training to other standing committees -Goal forward - link to training competencies and FLEX reporting

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Update changes to our Roster and the Charter?	BJ Snowden	10	-We discussed the name change for the CTL Director position on our roster, and came to consensus on Professional Development Faculty Representative -We discussed eliminating the Classified Programmer position, we are down from 3 programmers to 1. The assistant has worked with this position on the needs of the group, so we decided to make a position called Classified Liaison to assist with these directives. -Both items were passed with consensus voting.

Annual Unit Planning and Program Review Cycle	BJ Snowden	10	Academic Senate has been collaborating with our Program Review team to re-examine the current timelines for Program Review and Annual Unit Planning. While we work on realigning the timeline, we will be excusing your Program Review cohort from Annual Unit Planning this year.

DISCUSSION ITEMS:

Question	**Person(s) Responsible**	**Notes and Next Steps**
Strategic Planning	BJ Snowden, Jen Laflam	During the Fall 2022 semester, we will reaffirm our Strategic Goals. As part of the process, the Office of Equity, Institutional Effectiveness, and Innovation will report on our College's progress toward achieving our goals using key indicators of student success. The Office will also report on the College's implementation of strategies the institution has undertaken in efforts to move the needle forward. In Spring 2023, collegewide forums will take place to identify critical strategies our College will use to make progress on our Strategic Goals over the next four years.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**

OTHER INFORMATION: Meetings schedule: Every month on the Third Monday: Nov 21, 2022, Dec 19, 2022, Feb 20, 2023, Mar 20, 2023, Apr 17, 2023, May 15, 2023