

Institutional Effectiveness Council

Meeting Agenda

NAME OF COUNCIL/TEAM: Institutional Effectiveness Council		
OBJECTIVE OF MEETING: Monthly IEC Meeting		
DATE: 10/21/2024 TIME: 3:00pm	LOCATION/ROOM #: https://lrccd.zoom.us/j/85419859834 CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Brenda Valles and Jeff Sacha		
TIMEKEEPER:		
ASSISTANT:		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Introductions and Welcome	Brenda Valles	10 min.
Changes to the ARC Writing Across the Curriculum (WAC) Program The ARC WAC Program is renaming itself as the Writing Center. Instead of having to enroll in an English class to access writing support for their classes, students will soon be able to make in-person and online appointments or drop-in to the LRC Writing Center for help. The Writing Center is open to all students this semester. Online and in-person appointments will be available starting Spring 2025.	Janay Lovering	10 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Dual Enrollment Data and Alignment with Strategic Goals, Strategies, and Metrics. Our College explicitly names dual enrollment as a key strategy for accomplishing Strategic Goals 1 (Students First) and 2 (Clear and Effective Pathways): "Continue to build and support a quality, equity-driven dual enrollment program in partnership with K-12 school districts in our service area." (same quote for both Goals) This discussion item will consider: How is data currently and ideally leveraged to track our College's progress in both the Goals and Strategies of our strategic plan?	Veronica Lopez	15 min.

"Closing the Loop" on Annual Unit Plans and Program Review (AUP/PR) The issue of “closing the gap” on AUP/Program Review has a longstanding history of discussion in the IEC. It was agendized at 5 of the 8 IEC meetings during the 2023/2024 academic year. When the topic has come up, there has been general agreement across constituency groups that a new and better process would benefit the AUP/PR process, whereby appropriate administrators acknowledge or respond to items in the AUP/PR reports.. Despite these conversations, no clear action or “next steps” show up in the notes or the general progression of these agenda items. What are the next steps to revise the AUP/PR process to more clearly describe the role of administrators?	Jeff Sacha	15 min.
Operationalizing the IEC Charter moving forward	Brenda Valles	15 min.
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
OTHER INFORMATION:		