

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council			
<b>OBJECTIVE OF MEETING:</b> Monthly IEC Meeting			
<b>DATE:</b> 10/21/2024 <b>TIME:</b> 3:00pm		<b>LOCATION/ROOM #:</b> https://lrccd.zoom.us/j/85419859834 <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Brenda Valles and Jeff Sacha			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b>			
<b>MEMBERS PRESENT:</b>			
<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>	
Introductions and Welcome	Brenda Valles		
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	a. Questions - Does this impact ENGWR 94? b. Staffing issues impacting the center. c. Moving away from academic to service program d. Next semester thinking through survey options e. Tracking students using ID	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
		0	
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
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	a. Types of dual enrollment: CCAP GE Pathway, Non-CCAP Advanced ED, CECA middle college at Inderkum HS, Adult i. CCAP = College and Career Access Pathways CECA = California Early College Academy ii. Filters on data on data on demand b. How might we ensure data is clear. c. Question: Would it help to have Research present in task force? d. Does data demonstrate completions? Program has grown quickly. e. New policy allows minors to self-register and enroll up to 11 units with permission. f. Professional development and	

		necessary resources is a critical need in light of these changes g. Making sure to connect with Melissa Fish.
"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	a. AUP and Program Review closing loop on resource request i. What do responses look like? ii. Capacity for instructional deans iii. How do we track the progress of requests? iv. We do not have a strong mechanism for tracking progress. v. IEC can propose a new modified process 1. Draft a process 2. Reviewed process of building the AUP and PR a. Invite Bill Simpson for conversation?
Operationalizing the IEC Charter moving forward	Brenda Valles	a. Areas of interest i. Effective communication ii. AUP iii. AUP and various perspectives
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	