

Institutional Effectiveness Council

Meeting Agenda

NAME OF COUNCIL/TEAM: Institutional Effectiveness Council		
OBJECTIVE OF MEETING: Monthly IEC Meeting for February		
DATE: 02/07/2025 TIME: 1:00pm	LOCATION/ROOM #: https://lrccd.zoom.us/j/87220889265 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 Alloted
Welcome and (Re)Introductions	Brenda Valles	5 min.
Revisiting the Integrated Planning Guide: A collective reminder of the the IEC charter and its integral connection to the Integrated Planning Guide.	Jeff Sacha	5 min.
Program Level Student Learning Outcomes (PSLO) Mapping Tool Project Update: Update on the use of AI to analyze and describe this data. Implications for AI's use in other campus process to be discussed.	Jeff Moran	15 min.
Annual Unit Plan (AUP) and Program Review Update: An updated on the AUP submission rates for Fall '24, as well as plans to support the Program Review process through Spring '25.	Veronica Lopez	15 min.
Institution set standards (accreditation): All units (there was only 1) that fell below their department set standards for course success rates (institution set standards at the department level) have completed the institution set standards reporting form indicating the actions they intend to take to improve student achievement outcomes (as required by ACCJC accreditation standards). These actions include offering one or more sections using a Hyflex model and offering at least 1 ZTC course section in their department.	Yuj Shimizu	5 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Re-chartering ARC Councils: At the end of this term, all three Council "action charters" will expire and need to be renewed. I propose suggesting three Project Teams be formed at the	Jeff Sacha	15 min.

next ELT, with clear timelines.		
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Professional Development for Non-Classroom Faculty: Counseling faculty are interested in exploring ways to offer a deeper dive into equity work for a small group of non-classroom faculty, including counselors, librarians, nurses, and faculty coordinators. Many are interested in exploring ways to improve their practice and outcomes for the Disproportionately Impacted students they serve. The college has a successful track record of offering equity training for small groups of instructional faculty. Some counselors, particularly those who teach HCD, have participated over the years. Maybe we can discuss: • Ways to improve our practice in a non-classroom context • Informing our efforts with relevant data (even if it is less specific than the instructional retention data our colleagues use)	Jessica Nelson	15 min.
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
OTHER INFORMATION:		