

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council			
<b>OBJECTIVE OF MEETING:</b>			
<b>DATE:</b> 12/01/2025 <b>TIME:</b> 1:00pm - 3:00pm		<b>LOCATION/ROOM #:</b> <a href="https://lrccd.zoom.us/j/82425462723?pwd=vVsGb5sKQHbyTKf9Yw3F6SJeUDb1aI.1">https://lrccd.zoom.us/j/82425462723?pwd=vVsGb5sKQHbyTKf9Yw3F6SJeUDb1aI.1</a> <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Dr. David Miramontes-Quinones and Dr. Connie Ayala			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Melanie Ortega			
<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>	
Welcome/Land Acknowledgement	Dr. David Miramontes-Quinones and Dr. Connie Ayala		
IEP Workgroup Update	Dr. Steven Roberson and Dr. Rick Ramirez	<ul style="list-style-type: none"><li>- Finalized logistics for the upcoming town hall sessions, including confirmed dates.</li><li>- Planning two 60-minute town halls during Spring Flex Week, along with a survey for those unable to attend; a virtual option will also be provided.</li><li>- Intend to incorporate breakout groups during the town halls to maximize participation and engagement.</li><li>- The final plans will be reviewed during the next two workgroup meetings.</li></ul>	
Annual Unit Plan/Program Review Updates	Dr. Brenda Valles	<ul style="list-style-type: none"><li>- AUPs are currently under review by the deans before being forwarded to ELT.</li><li>- The Integrated Planning Portal is in the process of being updated to improve usability.</li><li>- A total of 87 AUPs have been submitted to date.</li></ul>	
Distance Education Plan/Charter	Dr. David Miramontes-Quinones and Dr. Connie Ayala	<ul style="list-style-type: none"><li>- Requesting feedback on the Charter, with particular attention to the Project Team section.</li><li>- Planning to review the Charter over the next week and a half.</li><li>- Members are encouraged to add comments directly to the Charter document.</li></ul>	
<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>	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			
<b>Topic</b>	<b>Contact Person</b>		

