

Institutional Effectiveness Committee Minutes
February 20, 2018, 3:30- 5:00 p.m. in Boardroom

Present: Matt Danskine, Ian Coronado, Jane Harmon, Tammy Salman, Christine Andrews, Elizabeth Andrade, Rosa Lopez, Brian Kelly, Jen Steele, Craig Taylor, Molloy Wilson, Carla Arciniega, Gerry Meenaghan.

Absent: Chris Rehn, Terrie Minner, Mary Parthemer, Anne McGrail, Jim Salt, Tammie Stark, ASA Special Projects (vacant), Student At Large (vacant).

Guests: Jessica Knoch & Ben Hill

Notetaker: Anna Kate Malliris

Item	Notes
Dream Core Team Report (Knoch & Hill)	<ul style="list-style-type: none"> •
Administrative (Malliris)	<p>Shared drive:</p> <ul style="list-style-type: none"> • Everyone should have view only access to the IEC Drive. To access the drive, create a shortcut on your desktop by: <ul style="list-style-type: none"> ○ For a PC, copy the following into the location (\\shasta\data1\InstitutionalEffectiveness) ○ For a Mac, your smb path will be (smb://shasta/data1/InstitutionalEffectiveness) ○ If this does not work, please contact Ed Radza at GWRequest. • To post items to the shared drive, send the document(s) to Anna Kate Malliris with instructions of where you want them posted (and what to name files if you want them created) and she will post them in the shared drive for everyone to see.
Update from Core Theme Leads	<ul style="list-style-type: none"> • Finalizing work by the end of the month and sharing with IEC at March 6th meeting •

Review of Mission Fulfillment Report Outline	<ul style="list-style-type: none">• Handout #1
Institutional Effectiveness Rubric	<ul style="list-style-type: none">• Handout #2• Third review. Changes to the orientation but no changes to the content
Process Reports to IEC	<ul style="list-style-type: none">• Handouts #3• Handout #4• Handout #5
Next Meeting	March 6, 2018, from 3:30-5:00 p.m. in the Boardroom.