12.4.18

In Attendance: Brandon Gibson, Anna Scott, Molloy Wilson, Tammie Stark, Ian Coronado, Elizabeth Andrade, Marsha Sills, Brian Kelly, Chris Rehn, Anne McGrail, Jennifer Steele

1. **Welcome new members Brandon Gibson and Marsha Sills**

2. **Approval of November 6 minutes**
   Approved

   -> Committee members requested more information about committee discussions be included in future minutes. The purpose includes making them more useful to absent members, providing more transparency of our work to the broader community, and more clarity about what we are approving when we approve the minutes.

3. **IEC Charter Revisions**

   Discussion:
   How was committee membership established (for example, why are only some but not all governance councils represented?)

   · The initial committee membership was established by the Vice Presidents, who chartered the work.
   · The primary organizational construct for institutional effectiveness is Core Themes, not functional areas or governance councils
   · We have not clearly articulated or communicated why certain roles or areas are represented. It is important that we be transparent about process and rationale for membership.

   -> Jen and Elizabeth will work on creating rationale and process documentation for committee membership. They will bring this back to the Vice Presidents and IEC for discussion and review.

   -> Vote on charter revisions tabled pending membership review.

4. **November 9 outreach event**

   Two people (both student success coaches) attended the event and both expressed interest in joining a Core Theme team.

   Jen created an IEC overview/primer that has been useful in both orienting new committee members and in introducing the work to others.

-> Jen will post this on the Google Drive so team leads and other committee members can also use it.

5.   **Core Theme teams update**

IR and PIE have been meeting with Core Theme team leads to review indicators, notes and recommendation from the 2017-2018 cycle. IR and PIE are providing indicator refinement direction and guidance for leads to take back to their teams.

Team membership lists are on the Google Drive (teams tab)
-> Team leads: please be sure to keep these updated

We would like to provide more in-depth data and supplemental metrics on the college website in an effort to give context and a better understanding of the highest level summary indicator value. For example, Indicator 3.1: Students report high levels of awareness of, and satisfaction with, evidence-based practices on campus. We will still need to provide a single numeric value for this, but someone could click on the indicator and see additional detail about the CCSSE data that it is derived from, including longitudinal and comparison data as well as detailed notes regarding methodology.

Core Theme Teams Work Plan
Core Theme teams will be presenting recommended indicator changes to IEC on February 5, 2019.
Scoring and summary findings will be presented on April 2, 2019.

-> Team leads: if you are not using the IEC Google Drive/Core Themes to host your working documents, please be sure you provide Molloy access to your working drive so they he can upload data files and other information

6.   **Accreditation Update**

Tammie Stark is the Accreditation Project Manager, with Paul Jarrell serving as Accreditation Liaison Officer (ALO). Tammie has drafted a work plan and timeline. A leadership team will begin meeting in January 2019.

NWCCU is hosting online town hall meetings on December 6 and 11 to gather feedback on their process for revising standards and eligibility. Link to participate:
https://mailchi.mp/c451a4dfaede/nwccu-announces-online-town-halls?e=e258e8be95

7.   **Reports to the IEC**
Reports from planning groups on campus are due to the IEC on December 14. Jen will be sending a reminder out. We will follow a similar process as last year of reviewing and synthesizing these. Tammie, Brandon and Jen have volunteered to do this work.

8.   **IEC Work Plan**

Discussion:
Need to develop a multi-year communications and outreach plan. Multi-channel: include Weekly updates, department and group meetings, campus gatherings (fall in-service, spring conference, forums?), website, etc.

-> Molloy, Ian and Jen volunteered to begin work on this.

Next Meeting: Tuesday, January 8, 3:00-4:30 p.m.