

Institutional Effectiveness Committee Minutes  
December 5, 2017, 3:30- 5:00 p.m. in Boardroom

**Present:** Matt Danskine, Ian Coronado, Terrie Minner, Dawn DeWolf, Rosa Lopez, Mary Parthemer, Brian Kelly, Jen Steele, Craig Taylor, Molloy Wilson, Chris Rehn, Carla Arciniega, Gerry Meenaghan.

**Absent:** Christine Andrews, Tammy Salman, Anne McGrail, Elizabeth Andrade, Jim Salt, Tammie Stark, ASA Special Projects (vacant), Student At Large (vacant).

**Guests:**

**Notetaker:** Anna Kate Malliris

Item	Notes
Minutes-Approval	<ul style="list-style-type: none"><li>• November 7, 2017, Minutes- Approved without change</li></ul>
Core Theme Team Update	<ul style="list-style-type: none"><li>• Gerry Meenaghan (CT 1): Had a team meeting and set the expectations. Have a plan to proceed with the work. They have used the sample template that Steele had previously sent out by taking out the sample data.</li><li>• Rosa Lopez (CT 2): Still would like some FT Faculty involvement.</li><li>• Ian Coronado (CT 3): Still need more faculty and maybe student affairs. Will continue outreach and then start meeting and doing the work.</li><li>• Vicki Trier (CT 4): No one present to report out.</li><li>• Core Theme Teams are listed at <a href="https://www.lanecc.edu/planning/core-themes">https://www.lanecc.edu/planning/core-themes</a></li></ul>
Mission Fulfillment Report (Steele)	<ul style="list-style-type: none"><li>• Handout #1 Reviewed</li><li>• There will be some campus conversations to discuss the initial findings and then start drafting the report.</li><li>• Report will go to the Board in May 2018.</li><li>• IEC should evaluate the process for developing the report in Summer 2018.</li></ul>

<p>IEC Reports and Next Steps (Steele)</p>	<ul style="list-style-type: none"> <li>• Currently in the Accreditation shared drive</li> <li>• Everyone should have access to the IEC Drive and they will be moved into it.</li> <li>• <b>To access the drive, create a shortcut on your desktop by:</b> <ul style="list-style-type: none"> <li>○ For a PC, copy the following into the location (<a href="#">\\shasta\data1\InstitutionalEffectiveness</a>)</li> <li>○ For a Mac, your smb path will be (<a href="#">smb://shasta/data1/InstitutionalEffectiveness</a>)</li> <li>○ If this does not work, please contact Ed Radza at GWRequest.</li> </ul> </li> <li>• Handout #2 Reviewed</li> <li>• May need to look at the groups that are reporting and they may need to change/grow when the process is evaluated in the summer.</li> <li>• Reports will be sent out by email to all IEC members.</li> <li>• Steele, DeWolf will go through the reports to identify materials that will be helpful to the Core Theme Teams.</li> </ul>
<p>College Council Update</p>	<ul style="list-style-type: none"> <li>• Handout #3 Reviewed</li> <li>• This is about planning at the highest level. This is about how the planning process is working at different phases.</li> <li>• Would be easier to understand if the characteristics are listed and then being evaluated based on the level.</li> <li>• Sub-committee with work on the refinement of this table.</li> </ul>
<p>Core Themes</p>	<ul style="list-style-type: none"> <li>• College Council did not approve the Core Themes when it was brought to them 2 years ago.</li> <li>• We have moved forward with the work based on the version brought to College Council.</li> <li>• Went back to College Council again and the Core Themes were approved but not the objectives and indicators.</li> <li>• Handout #4 reflects the suggestions made by Jim Salt. Further suggestions should be forthcoming from Jessica Alverado. Salts concerns included that the focus was not enough on academics.</li> <li>• There was a clear process for participation in the original drafting process. There were a lot of opportunities for participation through the Conversation Kits for each Core Theme.</li> <li>• There will be another opportunity for feedback to be given and fine tuning to be made.</li> <li>• IEC is responsible for this work. This feedback should be considered by the IEC as the work moves forward but it cannot derail the work or the processes agreed to by the IEC.</li> </ul>

Mid-Cycle Evaluation	<ul style="list-style-type: none"> <li>• Just got the draft of the report: <ul style="list-style-type: none"> <li>○ Can correct errors of fact</li> <li>○ Overall, it reads very favorably: substantial progress, authenticity of the work to achieve the mission rather than just compliance</li> <li>○ They did not say what their findings were with respect to the specific recommendations/warning</li> <li>○ Comments looking for alignment between Core Theme and other work being done at the college, standardized KPIs, closing the loop by assessment, simplification</li> <li>○ CT Indicators may need to be changed/improved, there is a lack of data so we need to work on that</li> <li>○ Said we are on track for Year 7 Report but a lot of work still needs to be done</li> </ul> </li> <li>• Final report goes to the commission mid-January and NWCCU will issue their findings which could find compliance or remove the warning and keep the recommendations, and they may or may not require another ad hoc report in a year or two</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Gerry Meenaghan is the Faculty Council Representative</li> <li>• ASA Special Projects person is the person who will be writing the next Accreditation Report.</li> </ul>
Next Meeting	<b>January 2, 2018, from 3:30-5:00 p.m. in the Boardroom.</b>