INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES
February 7, 2017, 4:00-5:00 p.m. in the 4/105

Present: Christine Andrews, Anne McGrail, Ce Rosenow, Jen Steele, Ian Coronado, Craig Taylor, Molloy Wilson, Dawn DeWolf, Kate Sullivan, Mary Parthemer, Brian Kelly, Karen Ash, Matt Danskine, Tammy Salman.
Absent: Bob Baldwin, Gary Mort, Lesley Stine, Rosa Lopez.
Notetaker: Anna Kate Malliris
Guest(s):

Item	Notes
Agenda & Minutes Approval	• Agenda approved without change • January 17th minutes approved with changes.

Review Core Themes	Handout #1
	• Core Theme 1
	  o 1.1-1.5 Approved
	  o 1.6-1.8 Approved
	• Core Theme 2
	  o 2.1-2.5 Reviewed and Approved
	    ▪ 2.5 – should consider disaggregation
	    ▪ 2.5 – should read "Percentage of courses within disciplines that have distance learning offerings."
	• Core Theme 3
	  o 3.1-3.8 Approved
	• Core Theme 4
	  o 4.1-4.7 Approved

Data Sources	Handout #2 • Updated to reflect language changes approved above • Data sources, responsible party (Who) and further work noted on handout #2
Work Plan	Handout #3 • Setting thresholds: o How will thresholds be determined? Establish a team for each Core Theme to look at the data

	and recommend thresholds? ○ To set the thresholds, we should look at what we want to see as our own performance. It requires content specialist(s) to understand the challenges. ○ The threshold is aspirational. We need to look at the data and establish a baseline and determine what the baseline is relative to where we want to be. ○ We should have broader conversations about the baseline data and what the thresholds should be before establishing them. These conversations could occur with existing committees. • Accreditation work: ○ The accreditation website has a timeline for the reports ○ Mid-cycle report is due in August/September with a visit in October • We will be preparing a Mission Fulfillment Report to go through College Council and then to the Board of Education. It will deal with mission fulfillment collectively. We do not have a format yet. • We are supposed to have an IEC Retreat in Spring to evaluate the processes and effectiveness of the IEC.
Next Meeting	**March 7, 2017, from 3:30-5:00 p.m. in 4/105**