

INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES

June 6, 2017, 3:30-5:00 p.m. in the Boardroom

Present: Ian Coronado, Craig Taylor, Molloy Wilson, Dawn DeWolf, Karen Ash, Anne McGrail, Jen Steele, Mary Parthemer, Brian Kelly, Ce Rosenow, Rosa Lopez, Matt Danskine, Tammy Salman (by position).

Absent: LCCEA Union Representative (Vacant), Faculty Council Representative (Vacant), Christine Andrews, Lesley Stine, Kate Sullivan, LCCEF Union Representative (Vacant).

Notetaker: Anna Kate Malliris

Guest(s): Aliscia Niles

Item	Notes
Agenda & Minutes Approval	<ul style="list-style-type: none"> • Agenda approved without change • March 7th minutes –approved without change • May 2nd minutes- approved without change
Review of Core Themes by College Council (DeWolf)	<ul style="list-style-type: none"> • Feedback: <ul style="list-style-type: none"> ○ Concerns about vagueness in the indicators ○ May be additional feedback to come • Will be another conversation with College Council and they will eventually be asked to approve
Core Theme 4 Data & Discussion on Collecting Other Data (Wilson)	<ul style="list-style-type: none"> • Data shared in March and now posted CT 4 Data to the shared drive • Some indicators are very clear and the data is there and done. On the other end, there are indicators that are still unclear and there is no data or the data is unfocused. • The Core Theme lead is responsible for finding where the data is stored and get the data. Each Core Theme lead needs to look at the data that is stored and available and upload everything that they currently have in their possession. • The chart of the indicators should just have a number (that reflects the success toward mission fulfillment). • There may be some indicators that we do not have data for now but we need to have it by Year 7 Report. We just need to be able to show that we have a plan for finding/generating the data we will need for Year 7 Report.
Draft Graphics-Discussion (DeWolf)	<ul style="list-style-type: none"> • Handouts 1 & 2 reviewed • Graphs that Coronado and Tom Madison (Art & Applied Design Faculty) have designed as a draft • Feedback given:

	<ul style="list-style-type: none"> ○ Clarity about assessment and assessment process ○ Would like to see implementation included ○ Good that it is sequential but not hierarchical ○ Alignment with other plans (connection)
<p>IEC Plan- Outline & Writing Process (Rosenow)</p>	<ul style="list-style-type: none"> ● Handout #3 reviewed <ul style="list-style-type: none"> ○ Currently working on Assessment Plan (section 5) - at a very high level and the process for sharing information/alignment with other groups doing planning (governance system plans, Program Review, etc.) All of this will come up through the IEC. ● Plan to be presented to College Council and Board of Education this fall/October (not for mid-cycle but more aimed toward Year 7 Report) ● Need more clarity about the level of detail when reporting on the Assessment Plan to the Board of Education.
<p>Core Theme Teams- Roles & Responsibilities</p>	<ul style="list-style-type: none"> ● The Team Leads are: <ul style="list-style-type: none"> ○ CT 1: Taylor/Steele ○ CT 2: Parthemer/Lopez ○ CT 3: Sullivan/Howard ○ CT 4: Wilson/Coronado ● There seems to be a lack of clarity about the responsibilities of the Team Leads. ● Steele will work with DeWolf to get clarification about responsibilities and the timelines. ● Handout #4 reviewed. <ul style="list-style-type: none"> ○ Paragraph 1- focus should be on fulfillment of the college's mission (outcomes focused). The broader team members need to be knowledgeable about the data and they need to know about the work but it needs to be open and transparent because this is the work of everyone at the college. ○ Paragraph 3 – quarterly meeting expectation may be too specific. ○ Needs to be clarity about how the work gets done to move from raw data to the analysis/interpretation of the data (synthesis). Is this the work of the team leads? IRAP? ○ There are no tools or accountability to assure that all of the Core Themes are being addressed. We need to look at systems and structures that assure that all of the Core Themes are being addressed in the same way that APROC is moving Core Theme 3 forward. ○ Kick this off in the fall.
<p>Mid-cycle- Consultation & Plan Visit (DeWolf)</p>	<ul style="list-style-type: none"> ● October 23-24, 2017- Evaluation visit ● Consultation with Kendra Crawley on mid-cycle visit will happen July 13, 2017. <ul style="list-style-type: none"> ○ Get a sense of what to expect from evaluators ○ Review of a draft report with beginnings of data

	<ul style="list-style-type: none">○ Ask questions about what needs to be done to get ready and assess our preparedness
Summer Schedule (DeWolf)	<ul style="list-style-type: none">● Will have summer meetings and if faculty want to attend, contact DeWolf to arrange payment.
Next Meeting	July 11, 2017, from 3:30-5:00 p.m. in Boardroom