

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

Present: Christine Andrews, Karen Ash, Matt Danskine, Brian Kelly, Ian Coronado, Mary Parthemer, Jen Steele, Craig Taylor, Molloy Wilson.

Absent: Dawn DeWolf, Rosa Lopez, Tammy Salman, Anne McGrail, ASA Special Projects (vacant), College Council Rep (vacant), Faculty Council Rep (Vacant), Faculty At Large (vacant), P2P representative (vacant), Student At Large (vacant), Diversity Representative (vacant).

Notetaker: Anna Kate Malliris

Item	Notes
Minutes-Approval	Not on the agenda.
Mission Fulfillment Definition	<p>Lane Community College defines mission fulfillment as the achievement of its four core themes, carried out in alignment with college core values. The fulfillment of these themes is demonstrated <del>in three ways: 1) through the realization of core theme objectives, which are measured through a set of indicators and attendant thresholds benchmarks; 2) through the lens of strategic directions and requisite measures; 3) through the deployment of planning and institutional effectiveness structures and processes.</del> <b>Lane’s strategic directions, planning and institutional effectiveness structure sand processes support the fulfillment of college core themes.</b></p> <ul style="list-style-type: none"> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Might be clearer to talk about demonstration through core themes without adding the dimension of making sure we are in alignment with the core values.</li> <li>○ Might strike the language as above and add the sentence in bold.</li> </ul> </li> <li>• All members in agreement.</li> </ul>

<p>Assessing Mission Fulfillment</p>	<p>Suggestion:</p> <ul style="list-style-type: none"> <li>• Mission fulfillment is assessed by the extent to which the institution meets its specific objectives, and targets for each core theme.</li> <li>• Each measure is scored on a 1-5 scale (Columbia Gorge CC): <ul style="list-style-type: none"> <li>○ 1-Below mission expectation</li> <li>○ 3-meets mission expectation</li> <li>○ 5-surpasses mission expectation.</li> </ul> </li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Might have a threshold that 70% percent of the indicators within each Core Theme must meet the threshold of 3- meets mission expectation.</li> <li>• For mission fulfillment, it is okay that it becomes a ‘pass/fail’.</li> <li>• All members in agreement.</li> </ul>
<p>Role of Core Theme Teams</p>	<p>Core Theme Teams: Purpose and Scope of Work</p> <ul style="list-style-type: none"> <li>• [Move to #2] Core Theme Teams <del>represent</del> <b>are comprised of</b> key faculty, managers, and classified staff who have <del>direct</del> <b>relevant</b> impact, interest, <del>authority, and accountability</del> <b>and expertise</b> in assessing and improving the college’s core theme indicators and strategic direction measures.</li> <li>• [Move to #1] Core Theme Teams establish core theme indicators and minimum thresholds for success that provide meaningful, verifiable evidence to determine fulfillment of a core theme objective. The teams determine what evidence is collected to analyze an indicator and ensure that evidence is regularly collected. Upon review of evidence, teams may recommend core them indicator changes with a rationale to the Institutional Effectiveness Committee (IEC) , thus ensuring the information is meaningful to inform mission fulfillment and planning.</li> <li>• Teams meet, <b>at a minimum once a term</b>, <del>quarterly</del> to 1) review Core Theme and Strategic Direction indicators and measures, 2) discuss and analyze data and summative reports from college initiatives and programs, 3) review and discuss established threshold and benchmark data and make recommendations, if needed, for improvement or adjustment, and 4) provide feedback to the Institutional Effectiveness Committee and initiative/program leads on the effectiveness and progress of college efforts toward mission fulfillment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each Core Theme Team submits a narrative report to the IEC with the objectives, indicators, and minimal thresholds for success, as well as the rationale for the selected indicators. Teams will also report on their analysis of achievement <del>of the indicators</del> and recommendations for improvement <b>of the indicators</b>.</li> <li>• Teams develop and implement communication and outreach plans to engage all college stakeholders to further understanding of core themes and strategic directions and to foster a culture of shared ownership, authority, and accountability.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Hasn't changed since discussed last and is in the Mid-cycle report.</li> <li>• Changes are noted with strike through and bold for deletions and additions.</li> </ul>
Summative Reports to IEC	<ul style="list-style-type: none"> <li>• Handout #1 reviewed</li> <li>• In addition to those listed, each of the Schools (Arts &amp; Science and Career Technical) will also report out.</li> <li>• Mid-cycle report on page 6 specifies what the IEC will review. Seems too comprehensive a promise and may need to be clarified at what level the information will be reviewed by the IEC.</li> </ul>
2017-18 Time Lines	<ul style="list-style-type: none"> <li>• Handout #2 reviewed</li> <li>• March 1<sup>st</sup> "IEC Recommendations" is really about engaging people to reflect and provide feedback on the IEC's thoughts.</li> </ul>
Next Meeting	<b>October 3, 2017, from 3:30-5:00 p.m. in the Boardroom.</b>