IEC Meeting Notes

January 14, 2021, 11:00 am - 12:00 pm, via Zoom
Members present: Molloy Wilson, Paul Jarrell, Kate Sullivan, Marsha Sills, Tammie Stark, Shannon Ball, Chris Rehn, Brandon Gibson, Barb BarlowPowers, Carla Arciniega, Richard Plott, Christine Andrews, Ian Coronado

Welcome IEC Members
Announcements
- Reports to the IEC from the Councils, Assessment & APROC; Richard requested on January 8, 2021; Reports due February 28, 2021 (Richard). Richard sent out the email request Friday, January 8, 2021.
- Resource: **Final IEC Charter**

Mission Fulfillment and Institutional Effectiveness (MFIE) Evaluation Process: Next Steps

- Due date adjustments: The section pertaining to reports to the IEC (from the Councils, Assessment & APROC) will not be started until after March 1; remaining tasks will begin once the new IEC membership is in place
- Call for volunteers will begin in February/March

IEC Membership transition (Richard)

The new IEC membership list is not available. It will be finalized on Monday, Jan 18, 2021. Richard stated that once all members have been notified by their manager of the appointment changes, he will email the list to all new and former IEC members. Below is a list of positions and appointments from the Charter. At the first meeting with new members, members shall elect a Chair.

Standing Members by Position
- One (1) Associate Vice President for Student Affairs
- One (1) Dean of Curriculum, Assessment, and Grants Development

Members by Appointment
- Three (3) members appointed by the Provost and Executive Vice President
- Three (3) members appointed from the Office of Student Affairs by the Associate Vice President for Student Affairs
- Three (3) members appointed by the Office of Planning and Institutional Effectiveness by the Executive Director
- Four (4) members appointed by the Faculty Council
- Two (2) members appointed by the LCCEF (Classified Union)

- One (1) member appointed by the Associated Students of Lane Community College Student Government (ASLCCSG)
- Two (2) member appointed by Guided Pathways

Ex Officio (non voting) Members
- Provost and Executive Vice President
- Executive Director of Institutional Effectiveness

Development of IEC Bylaws

We reviewed the IEC bylaws that were developed during the 12/9/20 meeting ([December 9, 2020 Notes](#)). One addition was made to the Chair role: the Chair shall maintain website pages related to the IEC.

We agreed that additional changes to the bylaws would not be an effective use of time since the membership changes have not yet taken place.

Future work should include coming to agreement about a voting method, and addressing how to engage with faculty during summer break. In order to include faculty in the work and decisions over the summer, the IEC needs to determine how faculty will be compensated or how a process will be developed to ensure that faculty voices are not lost during times when they are not working.

Review [MFI Website](#) and Next Steps

Members reviewed the new MFI website. Some of the comments from IEC members included that the website information is "clear," "concise," "outstanding," and "great."

Two minor suggestions are:
1) Format the website page so that all MFIs include a sub indicator box and put an "N/A" or "none" in that box. This will help with visual tracking.
2) Ensure that the page is not public. We were able to search and find it… Until the Cabinet approves, it needs to stay in a test environment.

We all agreed that this work is ready to be reviewed by the Cabinet. Once Cabinet has approved, the webpage will go live. Please send any feedback to Cathy Thomas.

Discuss Subcommittees
Subcommittees will be convened to move forward sponsored work in the areas listed in the Charter. An IEC member will lead each subcommittee. Subcommittees may invite additional members, as necessary, to achieve the work goals. Current

sponsored workflow subcommittees are listed below. Future subcommittees will be convened as necessary.

- Institutional Research Board (IRB) Subcommittee (volunteers: ....)
- Institutional Program Review Subcommittee (volunteers: Patrick….)
- Data Governance Subcommittee (volunteers: ....)

Last, we considered and discussed what the IEC did not accomplish that members would have liked to have accomplished and recommend doing so in the future. Below are members' comments.

- Improve follow-up and closing the loop after recommendations have been made. Historically, after assessing institutional effectiveness there has been no mechanism or process by which leadership follows up/reports back to the IEC about what recommendations were implemented, how effective they were, next steps, etc. Completing this step would be an important evolutionary progression for this group.
- Enhance the use and promotion of evidence-based decisions and creating a culture of inquiry.
- Adopt mechanism to engage with stakeholders, particularly faculty, about program data. In the past, there have been challenges related to quantitative data and data analysis accurately representing programs. In the future, it would be helpful to create a process by which faculty could review and suggest changes to data so that it more accurately represents programs. Richard stated that interactive data will be available to all stakeholders and that it will be sent to departments. Paul stated that it would be helpful to have a forum to collect qualitative data in a systematic way.

- IEC shared drive
- IEC website