

## **IEC Minutes**

3.5.19

In Attendance: Tammy Salman, Jennifer Steele, Marsha Sills, Gerry Meenaghan, Molloy Wilson, Brian Kelly, Lida Herburger, Brandon Gibson, Anne McGrail, Carla Arciniega, Ian Coronado, Christine Andrews, Anna Scott, Jennifer Frei, Craig Taylor

### **1. Approval of February 12 minutes**

*Approved*

### **2. Core Theme Team Updates - CT Leads**

#### **Core Theme 1 - Gerry Meenaghan**

No substantive changes to indicators are proposed.

#### **Core Theme 2 - Anna Scott**

Elizabeth Andrade has withdrawn from the Institutional Effectiveness Committee. Anna Scott is helping to bring a team together and has already recruited several people.

We are looking for an IEC member to co-chair with Anna. Please contact Anna or Jen ASAP if you are interested and able to help.

#### **Core Theme 3 - Tammy Salman**

Indicator 3.3 language approved: Employees participate in professional development related to their roles and responsibilities, which contributes to a quality educational environment.

Indicator 3.4 approved to strike. (It is/can be a subset of 3.3)

Indicator 3.7 approved to be moved to objective 4 (replacing the previous 3.8): Services and programs are systematically reviewed and revised to reflect current disciplinary and industry practices and workforce needs with the aim of continuously improving the teaching and learning environment.

#### **Core Theme 4 - Jennifer Frei**

Indicator 4.1 language approved: Percentage of first time in college students completing any program-level math requirement in year one.

Indicator 4.2 (new) approved: Percentage of first time in college students completing any program-level writing requirement in year one.

-> Need to renumber subsequent indicators

Percentage of student who progress to their second term will be used as a supplemental metric for 4.3 (previously 4.2)

Indicator 4.4 (previously 4.3) language approved: Percentage of credit student referred to developmental courses who pass program-level courses within 2 years.

Discussion:

Changes in placement practices and resources may skew year over year analyses

A supplemental metric could be the number of students referred.

Indicator 4.6 (previously 4.5) language approved: Percentage of award-seeking transfer student who transfer to 4-year institutions in 3 years.

### 3. Next steps for Core Theme Teams: Review data and score - report at April 2 meeting

Review Process:
1. Review IR data. (An IR member will be available at all team meetings)
2. Score each indicator using established criteria and rationale:
3. For each indicator, establish specific criteria AND rationale for:
1- Does not meet mission expectation
2- Not quite at mission expectation
3- Meets mission expectation
4- Slightly above mission expectation
5- Exceeds mission expectation

### 4. IEC Rubric - Anne McGrail

[Rubric edits](#)

*Approved*

[Applying Rubric to Lane](#)

The committee began discussing evidence for the first three dimensions of the rubric, adding notes in the yellow shaded sections.

Committee members are encouraged to review and continue adding thoughts, notes, and references in advance of the next meeting. We will pick up again in April.

### 5. Action Items

1) *We need an IEC member to co-chair Core Theme 2 (top priority!)*

*Please let me know ASAP if you are willing and able to serve in this capacity.*

*The good news is that Anna Scott, who sits on Diversity Council, has begun reaching out and recruiting team members. Also, Molloy is intimately knowledgeable of the Core Theme 2 indicators and will be able to support the work of the team.*

*2) Core Theme Teams: Bring your initial scores, findings and recommendations to the April 2 IEC meeting. Please reach out to IR and your other data sources ASAP if you haven't already.*

*3) Review summary of annual reports to IEC*

*Our work group (Tammie, Brandon and me) have drafted a summary/synthesis based on the annual reports submitted to IEC in October. This work will be reflected in the Institutional Effectiveness assessment section of our annual Mission Fulfillment and Institutional Effectiveness report. We would like the larger committee to review our work and provide feedback or comment before we move forward.*

*Annual Reports submitted to the IEC are in the Google Drive: IEC/Annual Reports to IEC/Fall 2018*

*Our draft summary/synthesis is in that same folder. Here's a direct link:*

*<https://drive.google.com/open?id=1kN3eYdjRjzOHIXBqC6yV-Unta-CuVsTAsXQ9pi-nRpQ>*

*4) IEC Rubric*

*Please review the IEC rubric and add notes, evidence, questions, suggestions for improvement in each of the yellow sections.*

*5) Spring Conference*

*Please let me know if you are interested in helping with a spring conference breakout session on institutional effectiveness and our core theme indicators (outcomes). The timing of the conference (May 3), works well with our timeline. The RFPs are due March 15.*