

Institutional Effectiveness Committee Minutes  
August 1, 2017, 3:30- 5:00 p.m. in the Boardroom

Present: Ce Rosenow, Matt Danskine, Kate Sullivan (proxy for Christine Andrews), Molloy Wilson, Dawn DeWolf, Mary Parthermer, Brian Kelly, Jen Steele

Absent: LCCEA Union Rep (Vacant), Faculty Council Rep (Vacant), Ian Coronado, Craig Taylor, Karen Ash, Rosa Lopez, Tammy Salman, Anne McGrail, P2P representative (vacant), LCCCEF Union Representative (Vacant)

Notetaker: Dawn DeWolf

Item	Notes
Minutes-Approval	July Minutes were not approved- lack of quorum.
IEC Charter	Review and suggestion for moving bullet items (Handout #3)
Core Theme Teams Responsibilities and timeline	<ul style="list-style-type: none"> <li>• Handout #1 was reviewed</li> <li>• Alignment with strategic directions teams and leads where discussed</li> <li>• Group discussed ensuring the core theme team was comprised of managers, faculty, and classified</li> <li>• Discussed timelines and added items to allow planning groups to present their annual findings, a deadline for core theme indicator changes, and a review process of the assessment, effectiveness process.</li> <li>• Will review suggested changes at the next meeting in September</li> <li>• Handout #4</li> </ul>
Core Theme Data Deadline	<ul style="list-style-type: none"> <li>• Agreed that core theme data will be available on September 30</li> <li>• Dawn and Brian will discuss format of the core theme report and who is responsible to put all of the data on the report</li> </ul>
Mission Fulfillment	<ul style="list-style-type: none"> <li>• The group discussed the draft definition of mission fulfillment (Handout #2)</li> </ul>

definition	<ul style="list-style-type: none"><li>• Kate agreed to provide input</li><li>• The group agreed the definition will include achievement of core theme objectives and strategic direction measurement</li></ul>
Update on Mid-cycle report	<ul style="list-style-type: none"><li>• Ce provided an update on the mid-cycle report revisions</li></ul>