

IEC Meeting Notes

November 14, 2019, 1-3 pm, Location 30/114

In attendance: Brian Kelly, Tammie Stark, Marsha Sills, Tammy Salman, Gina Szabady, Shane Turner, Zach Evans, Lida Herburger, Kate Sullivan, Christine Andrews, Chris Rehn, Molloy Wilson, Cathy Thomas, Ellen Osterkamp

Action Items

1. Hold an electronic vote for the IEC members, to be held as soon as practical, giving them the opportunity to vote yes/no for the merging of the Accreditation Leadership Team and Institutional Effectiveness Committee.
2. Separate the charter, membership list and work plan into 3 documents. (Done)
3. Vote on the new charter, during the Dec 2019 meeting.
4. Refine the membership list. Include on the list information about who appoints positions/members. Recruit new members and allow managers the opportunity to delegate their seat to classified staff or faculty.

Welcome / IEC Structure

IEC Members and Accreditation Leadership Team Members (ALT) were welcomed. Discussion began with a brief review of the new Institutional Effectiveness Committee structure, members and frequency of meetings. The combination of these two teams was based on the rationale that both groups are focused on institutional continuous improvement and their work overlapped and intertwined significantly. This Fall term and separately, the IEC and ALT members were asked if it made sense to combine these teams. The consensus from the ALT was that yes, it made sense to combine the groups and the majority of IEC members agreed. Several IEC members recommended a thorough conversation about the advantages and disadvantages of merging, which was done today. The ALT members voted for the change. The IEC members did not yet vote, so an electronic vote will be held as soon as practical.

The IEC structure will expand to include the ALT members, pending a two-thirds majority vote by IEC members at the December 9, 2019 meeting. This larger group will meet less frequently (once per term beginning 2020) and work will be performed in subcommittees.

Charter Discussion

The agenda included a review, revision, discussion and approval of the [existing 8/2/17 Charter](#). Discussion about the new [draft Charter](#) (link to: [charter with track changes](#)) included the decision-making process, membership and subcommittees. It was clarified that the purpose of the IEC would not change to focus solely on accreditation matters but remain broadly focused on evaluating and reporting on institutional effectiveness. The scope of the IEC will expand to include accreditation work and be elevated to an oversight role while the day-to-day work will be performed by subcommittees.

Charter Membership Discussion

Discussion turned to a review of the existing membership and newly drafted membership list using the [Equity Lens Toolkit](#) perspective (p. 8). It was noted that the newly drafted list includes a higher number of managers than the previous list. Members agreed that the list included too few students, classified staff, faculty and part-time employees.

There was uncertainty who appoints positions or members. Multiple members provided clarification about how the ALT and IEC membership lists were developed. The ALT membership list was created based on the need to include those responsible and accountable for accreditation standards, eligibility requirements and policies. The IEC membership was originally designed to provide a balance of members, appointed by position.

When asked how to reduce the high number managers and increase the number of other categories of people, one solution was proposed and generally favored. One proposal is to allow managers to delegate their membership seat to a classified staff or faculty in their area. A second idea was to bolster non-manager engagement in the subcommittees.

To address the lack of part-time employee engagement was to include a part-time faculty position to the list, potentially appointed through Faculty Council. [Note: Steve Owen, part-time faculty was an ALT member *and* was appointed by the Faculty Council.] When asked how to include students, one suggestion was to include a member of the Associated Students of LCC or a student appointed by that group.

It was pointed out that the membership list does not need to be included in the Charter itself and that if separated, the Charter could be approved and the membership fine-tuned to ensure equitable representation.

Subcommittees

The group talked about [IEC Subcommittees: Purpose, Scope of Work](#) and opportunities to get involved. All subcommittees are open to all volunteers and members do not need to be IEC members.

Current subcommittees, a general timeline of the work and type of group are:

- Re-Define Mission Fulfillment (short-term time sensitive work, temporary)
- Institutional indicators (short-term time sensitive work and long-term ongoing work)
- Planning (mid- to long-term, as needed)
- Communication and Engagement Team (existing group, long-term, ongoing)

The first two subcommittees will be responsible for meeting accreditation deadlines before the end of Fall 2019 term. The Planning Subcommittee will work on topics such as aligning accreditation and IEC work plans, planning the detailed work, creating procedures to track and submit substantive changes and more. Additional details can be found in [IEC Subcommittees: Purpose, Scope of Work](#).

The agency, decision making ability and reporting back to the IEC of these groups was discussed. It was made clear that the responsibility and authority of the groups needs to be sufficient to achieve the work required without time or other delays. The purpose of the IEC is to oversee institutional effectiveness at a high-level, not to perform the work itself, which will be done by people in the subcommittees. An example cited was the Communication and Engagement Team, which is responsible for crafting and disseminating communications on behalf of the IEC, as was done during the group's work with the ALT. Individual communiqués would not be vetted by the IEC. However, there will be instances where it would be important for the subcommittees to receive general membership approval before moving forward. A potential example may be major changes to the institutional indicators.

Subcommittee Recruitment

All members were invited to join the subcommittees and asked to help recruit. If anyone wants to join a subcommittee, they should contact [Mira Mason-Reader](mailto:mason-reader@lanecc.edu) (mason-reader@lanecc.edu, 541-463-5315) or [Tammie Stark](mailto:starkt@lanecc.edu) (starkt@lanecc.edu, 541-463-3257).

Next Steps

- Subcommittee [meetings scheduled](#) (open to all)
- Notify NWCCU of updated definition of mission fulfillment and high-level institutional indicators by end of year (Brian and Tammie)
- Next IEC meeting: Dec 12, 2019, 1-3 pm, Building 19, Room 220