

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Institutional Effectiveness Committee
Thursday, October 13, 2016, SS 104
Summary Notes

1. **Called Meeting to Order: Present:** Angelina Hill, Paul Chown, Julia Peterson, Dan Calderwood, Brian (student), Crislyn Parker-support
2. **Review/Approve the July 13, 2016 Notes:** approved as stand. Comment to notes: The institution-set standard requirement has been included in the comprehensive templates. Brian is continuing to work on web pages, including removing “sub” committees.
3. **Discussion**
 - 3.1. **Review/amend the Integrated Planning Timeline**
 - a. *in conjunction with Board Budget Timeline:* The timeline was reviewed and adjusted to the Board’s budget timeline.
 - Resource Ranking Process: Upon submission, a resource list will be created; cabinet/deans will pull items that can be funded through discretionary funds; list goes to BPC chairs and one each TPC and Facilities chairs to allocate to the functional committees for ranking; then back to BPC for final ranking.
 - b. *request from BPC to use a month abbreviation (Oct), not a checkmark in the downloadable format:* the format won’t allow for month abbreviations
 - 3.2. **Review Annual Plans for Fall 2016: (see handwritten notes)**
 - The Senate had concerns regarding Goal 1 Student Success, SP 1.6.1 and SP 1.6.3. IEC discussed clarifying these on the annual plan. We are basically on track for the other actions; but need to follow up on the expanding stackable non-credit certificates outside of the adult Ed program (Goal 2: Community Ed).
 - The other area of concern is under Goal 3, developing a budget cycle for capital repairs and maintenance. This is in progress, but as yet there are no funds.
 - 3.3. **Process for When We Fall Below Institution-set Standards:**
 - CR has fallen below its institution-set standards in transfer and completer student success. We as yet have no process on how to change/address this. Suggestions include:
 - Convene a task force to analyze comprehensive data, determine why we have fallen below our standard, and if this standard still applies today.
 - The task force will make recommendations based on the analysis.
 - Recommendations will be linked to the annual plan.
 - Create an AP on institution set standards with a mandatory review every 5 years.
 - 3.4. **Changes to the Budget and Staff Prioritization Process:**
 - Discussion on the rubric for staff prioritization. Eliminated numbers 5 and 7. Revised language for 3, and 4
4. **Other/Future Agenda Items:**
5. **Adjourn**