

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Institutional Effectiveness Committee
Thursday, September 10 2015, 3pm – 4:30pm
Summary Notes

Present: Keith Snow-Flamer, Julia Peterson, Paul Chown, Mark Winter, Angelina Hill, Dan Calderwood, Ed Macan, Crislyn Parker-support

1. Call Meeting to Order

2. Housekeeping: Review Scope & Committee Member Roles:

- Edited Scope: Institutional documents revised to Education Master Plan only.
- Committee handbook – Angelina will move online link to inside redwoods homepage.

3. Action Items-N/A

4. Discussion Items

4.1 Education Master Planning (EMP) Process:

- Steering Committee and four subcommittee membership representations have been approved. Some steering committee members will serve on subcommittees.
- Website has been established and includes a timeline: <http://evoq.redwoods.edu/empc/Home>.
- The Board of Trustees recommended a list of community members to provide feedback.
- A planning template, which will also be the structure for functional plans aligned with the EMP, has been created
- The EMP will include evaluations of institution set standards, institutional effectiveness scorecard and the CCC student success scorecard. In the future, the Chancellor's Office will have mandated institutional standards; CR will include these prior to them being required.
- Angelina will provide updates to IEC on the EMP.

4.2 Review Annual Instructional Planning Items for Fall:

- Discussed how to increase tracking efficiencies and ownership.
- Suggestion to have some kind of spotlight, like the curriculum spotlight.

4.3 Preparing First Draft of Subsequent Annual Plan:

- Will include a review of the current year, overlap items and those not yet complete; include a review of the strategic plan
- Request the senate to work on some planning items (engage faculty).
- Determine how to create a clearer connection of program review planning and the annual plan: create themes and tie themes to the annual plan year.
- Discussed and agreed to prepare a draft annual plan for the January flex days, including the Senate planning items (request they submit items by December). IEC will review and finalize at the February IEC and submit finalized plan to the Board in March.

5. Standing Item: Annual Integrated Planning Timeline

- Board reviewed mission and resulted in a slight revision of BP 1200
- Currently on track with the timeline.

6. Other/Future Agenda Items:

- Preparation of Annual Plan / have draft for January flex session

Adjourn: Next Meeting: Thursday, October 8, 2015