

**Institutional Effectiveness Committee**

February 8, 2018  
3:00pm – 4:00 pm  
SS 104

**Minutes**

**Participants:** Paul Chown, Keith Snow-Flamer, Dan Calderwood, Julia Peterson, Jordan Walsh, Stephanie Burres (support)

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| 1.0 | **Tracking of 2018 Recommendations** [**https://inside.redwoods.edu/IEC/documents/Tracking%20of%202018%20Recommendations.docx**](https://inside.redwoods.edu/IEC/documents/Tracking%20of%202018%20Recommendations.docx) | * Upon receiving the 8 recommendations from the ACCJC team, Keith, Angelina, and the senate co-presidents developed an electronic and paper tracking sheet with the recommendations, the plan for addressing the issues, and the party responsible for addressing the recommendation. * The College must address the one compliance recommendation in a report that is due in 2-years. The other 8 recommendations must be addressed it the mid-term report in 2021. * Dr. Snow-Flamer would like to have recommendation tracking as a regular agenda item for the IEC. * Each recommendation will be a part of the annual plan. |
| 2.0 | The Annual Plan   1. **Please review the Ed Master Plan before the meeting** 2. **Review and ‘Theme’ Action Plans from latest Program Review Evaluate and roll unfinished plans from 2017-2018** 3. **Annual plan forward Review and incorporate** 4. **ILO dialogue from 2017 Convocation into Annual Plan** | * The scoreboard is published early fall. The institution set standards are new and less structured. When do we review and report on them? * Last year we did not receive the scorecard data until the Summer. Should it arrive early enough we could present on it in April. * Since the meeting materials were not received in time committee members to review this section will be moved to the next meeting. * Roll-over and unfinished plans from last year are to be included in this year’s plan. * Paul would like committee members to send him ideas from all of the plans that can be incorporated in to the annual plan. |
| 3.0 | **Future Agenda Items**   * 1. **Assess handoff of Program Review resource requests to function planning committees.**   2. **Evaluate having established meeting times for standing committees (Peter Blakemore/Kerry Mayer)**   3. **Incorporate Annual Plan items from the annual plans of TPC, FPC, SEP (all planning committees).**   4. **Begin draft of 2018-2019 Annual Plan**   **Other?** | * Assess the effectiveness of the program review process for gathering information that can be most useful for the planning committees. * Establish permanent meeting times for specific standing committees. Senate Co-Presidents will be at out next meeting to discuss this. * Paul will be reaching out to planning committees for their annual planning items to be incorporated into the annual plan. |
| Adjourn | | |