

**Institutional Effectiveness Committee**

October 18, 2018  
1:00 pm – 2:30 pm  
SS-104

**Notes**

**Participants:** Paul Chown, Keith Snow-Flamer, Amber Buntin, Bob Brown, Brady Reed, Florentina Phillips, Stephanie Burres (support)

**Updates & Introductions**

* Paul and Keith provided an overview of the committee charge as stated in the Committee Handbook including a discussion of annual institutional planning reports and integrating planning across areas.
* This year we would like to take a more aggressive approach to the Institutional Score Card in order to promote student success in line with the new funding model.

**Agenda Items:**

1. **Standing Item: Status update of 2018 ACCJC Recommendations**

* Angelina Hill and George Potamianos are working on the follow-up ACCJC update report that will focus on recommendation 7. The report is due in March. The report will show that we have made a lot of progress towards being in compliance for this ACCJC Standard.
* Keith would like committee members to review this report to make sure that we are seeing it from all angles and including thorough documentation of work to address these recommendations.
* A mid-term report will be due in 2021 that addresses all recommendations.

1. **Annual Plan – Submitted**

* Our Annual plan was submitted to the Board of Trustees in August. At this time, we update our progress toward annual planning every semester, and the plan is updated annually based on recommendations from programs across campus and other planning committees.

1. **Committee Handbook updated Institutional Effectiveness Report – Submitted**

* The IEC would like committees who wish to change their committee structure to inform them of these changes.
* IEC will contact Wendy Bates to add the Committee Handbook to the onboarding process.
* Keith presented the Institutional Effectiveness Report to the Board at their last meeting.
* The implementation of AB 705 and Guided Pathways will have significant impacts on our planning and reporting in the next year.

1. **Review annual plan for Fall items**

* Paul will send out an email to responsible parties to see where they are at with regard to planning actions.

1. **Update on Budget Planning Committee Revision Task Force**

* The revision task force is meeting regularly in preparation for the business office audit.

**Future Agenda items:**

* 1. **Tracking of 2018 ACCJC Recommendations**

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| Adjourn |