

**Institutional Effectiveness Committee**

February 20, 2020  
3:00pm – 4:00 pm

Notes

**Participants:** Paul Chown, Keith Flamer, Dan Calderwood, Angelina Hill, Bob Brown, Stephanie Burres (support)

1. **Education Master Plan**

* This semester we would like to develop the membership for the Education Master Plan committee so that we can have appointments at the end of this year.
* The previous makeup of the committee was cumbersome, the many subcommittees slowed the progress of the committee.
* The Academic Senate would like to have more input in long term planning, including the EMP. The Senate would like to have a retreat in order to identify what their priorities are. Previously faculty who were involved in the EMP were doing so as members of other campus committees.
* The College has some funding available from the state that will allow us to bring in an outside consultant to help develop the EMP and the Facilities Master Plan. Angelina and several other stakeholders are working on putting together a Request for Proposals (RFP) for this work. The consultants would need to become familiar with on campus processes, planning groups, plans, and other stakeholders.
* The college sees this as an opportunity for an outside neutral source to help us innovate and develop high quality, actionable plans for the College. What other areas could the consultant assist us with?
* Committee membership: VPI, Leadership of the planning committee (DE, Facilities, Tech), representatives from each of the academic areas (Senate Appointments?), Enrollment Services Administrator, Del Norte & KT Directors. VPI and faculty co-chairs.
* Many colleges have a 10-year master/strategic plan and add updates. Our current plan is only a 5-year plan. There is an interest in extending our plan to 10-years with updates as needed.
* Our current plan goes until Spring 2022, so that gives us 3 semesters to develop our new plan. The consultant would start in Fall 2020.
* Angelina would like to utilize the strategic plan module in eLumen for developing our Education Master Plan.

1. **2019-2020 Annual Plan update**

* Progress Updates
* There is very little data on our adult education students completing SSSP services. This was a priority with the newly announced funding formula, changes to the funding formula may reduce the significance of this planning action. The committee would like to indicate a “change in direction” for this planning direction.
* The Committee would also like to indicate a “change in direction” for the support of ISS to distance education instructors.
* The committee believes that work is being done to reach out to students nearing completion, but an update has not been provided. Bob Brown will reach out to Matt McCann to find out more information on what is being done.
* The Committee would like to indicate “change in direction” for the support to students who complete or who have transferred or entered the workforce.
* Changes to funding for professional development will change our direction for the professional development planning actions. Paul will consult with Angelina to develop a new action for next year’s plan.
* Dan will work with Paul to create a new telepresence goal for next year’s plan.
* The committee would like to move forward and fine tune the action for the cooperative work experience action.

1. **Set IE Summit date & theme – Guided Pathways/Metamajors**

* The IE Summit will be March 28, 2020.

1. **2020-2021 Annual Plan – will be reviewed at the March meeting.**
   1. **Ed Master plan?**
   2. **Program review actions**
   3. **Unfinished 2019-2020 annual plan items**
   4. **ILO 3 / ILO 1 actions**
   5. **Planning committee items (senate, CSEA, DE, etc)**
2. **Update Committee Digest**

* Paul will submit an update to the committee digest.

**Future Agenda Items**

* None identified at this time.

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| Adjourn |