

**Institutional Effectiveness Committee**

October 2, 2017  
3:00pm – 4:00 pm  
SS-104

**Minutes**

**Participants:** Angelina Hill, Paul Chown, Keith Snow-Flamer, Ed Macan, Dan Calderwood, Julia Peterson, Stephanie Burres (support)

**Purpose:** Begin planning process of IEC in FY 2018

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| 1.0 | Updating Integrated Planning | * Updating integrated planning: * Board has not discussed the Institutional Planning Scorecard. * There was a budget planning workshop * Program reviews are being worked on right now. * The prioritization committee has been organized and is working on a meeting date. * The Board adopted the final budget. The annual planning actions for fall have been sent out to the responsible parties. * Institutional Effectiveness report has not been updated. The goal is to have it completed by the ACCJC visit. |
| 2.0 | Continue updating planning manual | * Fall 2017: * Update this document to reflect the plans we have in place and review language. * Having counselors correctly code their advising sessions should improve our numbers. * We have expanded the tutor training pilot from English and should expand to Math next semester. Math is shadowing the English program this semester. * President Snow-Flamer has made connections with the local Job Market and we have got our auto-body program up and running. * Personal enrichment yoga classes have been implemented and we are looking to expand these offerings to the Del Norte campus. * Accreditation information sessions will be finished this week with Angelina’s visit to Del Norte. * The discussion of a single-sign-on is in process, unsure of the timeline for completion. |
| 3.0 | Review items from last year’s annual plan & items for Fall 2017 | * We have created a shared space for faculty and staff (FM 107). * Replacement plans: they are in the plan every year without progress, it was changed this past year to reflect collaboration with the Facilities Planning Committee to build a plan. * FPC is willing to have a meeting to address this area and build evidence. * We could highlight budget shortcomings as the reason for our lack of progress. We could use evidence that requests were approved and reviewed through Program Review but couldn’t move forward because the budget wasn’t available. |
| 4.0 | Review the New Institutional Effectiveness Scorecard & track institution-set standards | * Angelina created a 1-page quick reference guide with the Goals & Strategic Initiatives from our Educational Master Plan. * We are currently above all of the institution set standards. In the past 2 years we have fallen below for certificate completion and transfers. * Persistence number have went up for part-time students. FTEs are done, but our headcount is up. This can be largely accounted for by increases in non-credit. |
| 5.0 | Discuss any additional items in preparation for the Accreditation site-visit next week | * There was concern voiced that our performance and outcome goals are too small. We will review meeting minutes to review what our methodology was for setting these goals. We can set these goals at whatever level we would like, we just need to be able to articulate why we chose those numbers. * ECE and paramedic certificates accounts for much of the decrease in certificate completion. |
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