

**Institutional Effectiveness Committee**

March 8, 2018
3:00pm – 4:00 pm
SS-104

**Present:** Dan Calderwood, Paul Chown, Peter Blakemore, Ed Macan, Julia Petersen, Stephanie Burres (support).

**Agenda Items:**

1. **Evaluate having established meeting times for standing committees (Peter Blakemore)**
* Making committee assignments based on availability during the standing meeting time. The Senate does not think that standing committee times are feasible, because faculty schedules can’t really be dictated by committee commitments.
* Changes to committee scheduling by the IEC will have to be a collaboration with the Academic Senate and CRFO.
* Implore faculty to maintain an updated outlook calendar to expedite scheduling.
* Communicate regular absences of committee members (3 or more) to the Dean and Academic Senate.
* Develop a master committee list/schedule in the first 2 weeks of the Fall semester to have a better idea of when committees are meeting and what out faculty assignment needs are.
1. **Standing Item: Status update of 2018 ACCJC Recommendations** [**https://inside.redwoods.edu/IEC/documents/Tracking%20of%202018%20Recommendations.docx**](https://inside.redwoods.edu/IEC/documents/Tracking%20of%202018%20Recommendations.docx)
* Discussion of this item will postponed until our next meeting
1. **Assess handoff of Program Review resource requests to function planning committees.**
* There are inefficiencies in the analysis and prioritization of resource requests. How can we address resource needs in a functional way? Resource replacement plans for IT, instructional equipment, furniture etc.
* Program review needs to look at the viability of plans and not just that the program has a plan.
1. **Incorporate Annual Plan items from the annual plans of TPC, FPC, SEP (all planning committees).**
* Removing replacement items from resource requests by implementing a planned replacement program. Program review resource requests should be reserved for innovation and advancement of disciplines and programs.
* Delineation of the planned replacement process and resource requests process would be a great task for the Budget Planning Committee, who is looking for a clearer mission moving forward.
1. **Begin draft of 2018-2019 Annual Plan**
2. **Future Agenda items:**
	1. **Tracking of 2018 ACCJC Recommendations**
	2. **Changes to the Evaluation process for Program Reviews**
	3. **Institutional Effectiveness Summit (Second Week of April) Possible Themes? Planned Replacement Process.**
	4. **Annual Plan & Incorporating ACCJC Recommendations**
	5. **Other?**

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| Adjourn |

Appendix:

Items forwarded from planning committees:

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| EMC | Support for AB 705 |
| EMC | Implement “Promise” Program |
| FPC | Update Facilities Master Plan |
| FPC | Create Capital Projects Timeline/Plan |
| Life Safety | Purchase a Satellite phone to be used as an emergency communication device |