

**Institutional Effectiveness Committee**

May 10, 2018  
3:00pm – 4:00 pm  
SS-104

Notes

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

1. Standing Item: Status update of 2018 ACCJC Recommendations

* The status of recommendation 1 can be updated.
* Keith will send updates directly to Paul.

1. Review draft of Annual Plan – help with evaluation prompts

* Paul presented the annual plan to the Academic Senate and requested feedback. There was only one comment.
* Paul is still looking for more recommendations for evaluation prompts. Committee members will send Paul their recommendations, Paul will have an updated draft for the Board presentation by May 25th.
* The Committee would like to make the language more general for the recommendation to identify or improve spaces for community and cultural event.
* Explore alternatives to a satellite phone for improving campus safety.

1. Review Timeline

* This item does not require discussion at this time.

1. Assess handoff of Program Review resource requests to function planning committees.

* The district is working on a clearer scope for the Budget Planning Committee moving forward. There is also impetus for resource requests to be routed by area with each Vice President having a budget to fund resources in their area by assessing the quality of program planning.

1. Committee realignment: SEP

* The Committee will review and update the Committee handbook. This will be added to our committee handbook.

1. IE Summit follow-up

* Paul has been collaborating with the Program Review Committee and the Budget Planning Committee to address recommendations and issues. While many of the recommendations can be implemented in the upcoming program review cycle some will require additional long-term planning process.
* For Workshop II the key recommendation is to open a student welcome center to orient incoming students and address a multitude of needs.

1. Future Agenda items:
   1. Tracking of 2018 ACCJC Recommendations
   2. Annual Plan
   3. Committee Handbook update