

**Institutional Effectiveness Committee**

November 15, 2018  
1:00 pm – 2:30 pm  
SS-104

**Notes**

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

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

* The Academic Senate and Sean Thomas (Curriculum Chair) are working on improving GE area E and institution set standards around student success.
* Administration and the ALO is in charge of updating the comments and tracking updates. Keith will reiterate this at the next Cabinet meeting.
* It may be worth exploring a more interactive option for making edits that would allow more people to edit and contribute to the updates.

1. **Annual Plan Progress**

* Paul has sent out reminders to provide feedback on annual planning progress.
* Some of the action plans are behind in their progress, and habitually carryover from year to year. The IEC would like to target these actions for a more detailed plan for completion (single sign-on, etc).
  + Our participation in the OEI online course exchange is also contingent on having a single sign-on, which may elevate this as a priority.
* There is a rural college’s grant that we would like to target to get additional resources to help overcome some of our shortages in IT staffing and funding.
* Paul would like committee members to review the annual plan more and send any feedback to him.

1. **New budget planning requirements from the Chancellor’s Office**

* The institution set standard for the IE Scorecard is based on 90% of the 5-year average. If we fall below these numbers, the Chancellor’s Office requires that we create a plan for improvement.
  + The Scorecard was presented to the Board of Trustees this year and they indicated that they would like our goals to be more aspirational.
* We are working on an auto awarding system for certificate completers who have not petitioned to improve our certificate completion rates.
* The transfer numbers should be available for last year soon.
* The new budget planning requirements increases focus on completion and transfer. The Institution will need to develop new metrics to assess how well we are achieving the new focus.
  + This may be achieved by developing a new column on the Scorecard and breaking out the categories into sub goals.
* There is interest in developing marketing materials/posters that inform students of grad petition deadlines and other relevant transfer related deadlines.

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

* The task force has developed a straw design and timeline for what the BPC should look like in the future and what their role is. The task force is still grappling with the “how” this can be done.

**Future Agenda items:**

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