

**Institutional Effectiveness Committee**

May 13, 2021  
4:00pm – 5:00 pm

**Participants:** Paul Chown, Keith Flamer, Pru Ratliff, Amber Buntin, Stephanie Burres

**Agenda Items:**

1. **Add the posting of Resource Request ranking and funding status to planning calendar**

* The resource ranking process has been successful this year. Paul and Keith are proposing that the posting of the resource request rankings be added to the College planning calendar.
* The group agrees and would like to add the posting of the list to March on our calendar

1. **Review Integrated Planning Model (attached)**

* There is general consensus that the model worked as planned this year and feedback had been positive.
* The Distance Education Committee has been moved from a district planning committee to a Senate committee.
* There remains some confusion about what the DE committee should look like and what their scope is. Paul will set up a meeting with Keith, Wendy Riggs, and Kerry Mayer to discuss the scope next year and how they fit in the integrated planning process.

1. **Committees**
   1. **Discuss Committee Digest (**[**https://webapps.redwoods.edu/committeedigest**](https://webapps.redwoods.edu/committeedigest)**)**
      1. **How is the work done by committees communicated to the rest of the district?**

* The Committee Digest is underutilized and has not been updated by most committees this year. Do we want to continue to use this mechanism to report on the activities of each committee? Or is there something else we would like to try?
* Keith would like to continue using the Committee Digest and push for more participation. Paul will discuss with the VPI about sending out an email twice a semester to committee chairs reminding them to make entries.
* It may also be useful to send out a campus-wide reminder about the digest as a resource for information on committee activities.
  1. **Compare membership list from committee handbook (attached) to committee website (**[**https://internal.redwoods.edu**](https://internal.redwoods.edu)**)**
* The IEC would like to clarify the membership with current committee chairs and then make updates to the Committee Handbook and committee webpages that reflect accurate membership information. Stephanie and Paul will work during the summer on this process.
* The IEC would also like to ensure that each committee has an assigned support person.
  1. **Review committee satisfaction survey (attached).**
* Overall response rates were low, but generally the responses were positive. There was a feeling among some respondents that the zoom modality increased participation and leveled the playing field for KT and DN participants.
  1. **Review committee membership and charge**
     1. **Should planning committees be required to submit an Annual Plan item?**
     2. **Which committees are ‘planning’ committees?**
* IEC members are comfortable with the planning committees as listed.
* The Distance Education committee has been moved from a District planning committee to a Senate committee.
* There remains some confusion about what the DE committee should look like and what their scope is. Paul will set up a meeting with Keith, Wendy Riggs, and Kerry Mayer to discuss the scope next year.

1. **IEC Membership for next year?**

* All current members are onboard to continue to participate on the IEC next academic year. The membership would like to maintain the same meeting times next year: 3rd Thursday from 4:00pm-5:00pm.

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| Adjourn |