

**Institutional Effectiveness Committee**

April 12, 2018  
3:00pm – 4:00 pm  
SS-104

Notes

**Present:** Keith Snow-Flamer, Paul Chown, Dan Calderwood, Ed Macan, Julia Peterson, Jordan Walsh,

**Agenda Items:**

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

* Angelina has prepared a document on the work of the IEC toward addressing ACCJC recommendations.
* Keith would like the IEC to be involved in the development and dissemination of the budget calendar and how the budget planning process is communicated campus-wide.
* Dan would like the chairs of the Budget Planning Committee to be included in discussion and dissemination of information on the budget planning process.

1. **Review draft of Annual Plan**

* Keith would like Plan/goal/objective 1 to be re-stated in line with the ACCJC recommendation. Keith will provide Paul with new language for the objective.
* Plan/goal/objective 3/5 should be updated to align with the new state funding formula.
* Plan/goal/objective 3 regarding AP 4021 is complete. We can also add AP 4020 to this point.
* Highlight CIS expansion to Del Norte campus as an example of our work to improve telepresence capacity. Dan will provide Paul a quick description of the project.
* Plan/goal/objective 10- change responsible party from MDC to Marty Coelho.
* Highlight upcoming Homelessness Summit and other initiatives that support our homeless and food insecure students as examples of our community partnerships.
* Improving our marketing of events being sponsored by CR. Moving forward we need to consider the appropriateness of the physical spaces that these events are held in.
* Transition actions from a budget focus to a resource and strategy focus for equipment replacement.

1. **Assess Institution-set Standards**

* We are meeting all of our institution-set standards and are close to meeting many of our targets.

1. **Review Timeline**

* Postponed until next meeting.

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

* Postponed until next meeting.

1. **Final preparations for IEC Summit.**

* No discussion at this time.

1. Evaluate the requested re-alignment of the SEP Committee membership and approve or comment.
   1. Respond by email with approval or suggestions.
2. **Future Agenda items:**
   1. **Tracking of 2018 ACCJC Recommendations**
   2. **Annual Plan**
   3. **IEC Summit follow-up.**
   4. **ACCJC Recommendation #8 regarding the budget. Keith will draft resolution that will also be passed down to BPC.**

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| Adjourn |