**Committee Name:** Institutional Effectiveness  
**Date:** 6/12/2014  
**Time:** 10:00-11:00 a.m.  
**Facilitators/Location/Chair:** Terrence Willett/SAC 225E

**Attendees:** Committee Members: Marcy Alancraig, Lois Christos, Eireann Del Bonta, Carter Frost, Laurel Jones, Rory O’Brien, Kathie Welch. Chair, Terrence Willett; Note-taker, Judy Cassada. Absent: Karen Reyes, Alta Northcutt (Alternate).  
**Guests:** None

<table>
<thead>
<tr>
<th>Topic, Info/Action</th>
<th>Topic Lead</th>
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<th>Discussion</th>
<th>Action Items and Timeline</th>
<th>Primary Effectiveness Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introductions</td>
<td>Terrence</td>
<td>5 Min</td>
<td>• Terrence welcomed members. Introductions made.</td>
<td></td>
<td>None</td>
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<td>Approval of Agenda Action</td>
<td>Terrence</td>
<td>2 Min</td>
<td>• Agenda approved (moved by Marcy, seconded by Laurel &amp; Eireann).</td>
<td></td>
<td>None</td>
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<tr>
<td>Approval of Minutes Action</td>
<td>Terrence</td>
<td>N/A</td>
<td>• No previous minutes. First IE meeting convened 6/12/14.</td>
<td></td>
<td>None</td>
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</table>
| Overview and Purpose Info | Terrence | 45 Min | Overview and purpose of IE committee discussed, including:  
• Address accreditation recommendations.  
• Successfully complete mid-term report and next accreditation cycle; review drafts sensitively/transparently with Lead, SLO Rep. and other writers and constituencies.  
• Offer document review in digital/interactive formats (e.g. google docs) to encourage input, including at forums with good advance publicity.  
• Terrence displayed the IE’s “Proposed Mission” document. Revisions were discussed/approved. CPC to be informed. | • Consensus to incorporate Marcy’s IE “Proposed Mission” document revisions.  
• Terrence will provide IE members with Smart Sheet access, “Proposed Mission” revisions, and links to other college IE websites, among others documents to be sent with draft minutes.  
• Laurel to be ex-officio IE Committee member.  
• Special guests to be invited to | Other |
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| Set IE Meeting Times Action | Terrence | 10 Min | • Terrence proposed the IE Committee meet twice a month. The consensus was to meet once every 3-4 weeks.  
• Terrence reported Alta’s suggestion to have virtual IE meeting(s) to help those who have trouble leaving their work space. Kathie suggested trying each format, in-person, virtual/in-person hybrid, and virtual only, to see what works best. The group concurred.  
• An IE Committee 3-hour retreat was suggested | • Meet monthly  
• Set meetings for third Wednesday of each month  
• Lois to reserve meeting room(s).  
• IE retreat Fri. 9/5/14, 2-5 pm, SAC E. Rm. 225; then 3rd Wed., 9-10:30am, all in SAC WEST. [Discuss Nov. and Dec. mtg. date change. Lois has | Other |
| Topic Lead | Time on topic | Discussion | | | |
| • Composition of group membership was discussed. All constituencies represented in current format. It was agreed Laurel will become an ex-officio member of the IE Cmte. and guests would be invited to meetings as needed and appropriate.  
• Terrence referred to a listing of other colleges’ IE Committee links which he will provide to members.  
• Re-organize website to accommodate easy-to-find IE documents; link to PRO page.  
• Widely communicate IE’s formation, goals and objectives with Faculty Senate, with other constituency groups, and at all-staff gatherings; consider presentation of an annual IE award. | IE meetings as needed/appropriate.  
• Inform CPC of wording change to “Proposed Mission”.  
• Report to Faculty Senate about IE committee formation, goals, objectives.  
• Present annual IE report, and award, at staff gathering(s).  
• Review website: Add IE link to PRO home page. Model Lois’ excellent website organization.  
• Email all materials/links to IE members before meetings, to allow for advance review. | | | |
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<tr>
<td>Draft Committee Task List Action</td>
<td>Terrence</td>
<td>Agenda Item for 9/5/14 Retreat</td>
<td>for the next meeting, at which tasks will be formulated. It was agreed future meetings would be 1.5 hours in length. It was agreed that the 3rd Wed. of the month was the best meeting date for the fall 2014 semester. • Lois offered to check room availability for meetings on the 3rd Wed. of each month, 9-10:30 a.m. and quickly secured rooms in SAC West (either 214 or 202) through December 2014.</td>
<td>reserved the 2nd Weds. in Nov. and Dec: Wed., Nov. 12, and Wed., Dec. 10, 9-10:30am, both in Rm. 214 SAC W.]</td>
<td>Other</td>
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**Parking Lot:**

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<thead>
<tr>
<th>Information Requested</th>
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</thead>
<tbody>
<tr>
<td>1. To be added during the meeting</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
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</table>

**Meeting Summary or Take Away:**

<p>| 1. To be added during the meeting |
| 2. |
| 3. |</p>
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<tbody>
<tr>
<td>1. Mission Statement and Core 4 Competencies (Communication, Critical Thinking, Global Awareness, Personal and Professional Responsibility)</td>
</tr>
<tr>
<td>2. ACCJC Standard I.B. Improving Institutional Effectiveness</td>
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<td>3. College Strategic Plan</td>
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<tr>
<td>4. Board Goals</td>
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<td>5. Education Master Plan</td>
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<td>6. Facilities Plan</td>
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<tr>
<td>7. Technology Plan</td>
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<tr>
<td>8. Program Plans</td>
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<tr>
<td>9. Student Equity Plan</td>
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