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

**Attendees:** Committee Members: Marcy Alancaig, Lois Christos, Eireann Del Bonta, Carter Frost, Laurel Jones, Alta Northcutt, Rory O’Brien, Karen Reyes, Kathie Welch. Chair, Terrence Willett; Note-taker, Judy Cassada.

<table>
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<tr>
<th>Topic, Info/Action</th>
<th>Topic Lead</th>
<th>Time on topic</th>
<th>Discussion</th>
<th>Action Items and Timeline</th>
<th>Primary Effectiveness Link</th>
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| Welcome and Introductions | Terrence | 3 Min | • To be added during the meeting.  
• | | None |
| Approval of Agenda Action | Terrence | 2 Min | • To be added during the meeting. | | None |
| Approval of Minutes Action | Terrence | 0 Min | • Not applicable. 6/12/14 is the first IE meeting convened. | | None |
| Overview and Purpose Info | Terrence | 15 Min | • To be added during the meeting. | | Other |
| Set IE Meeting Times Action | Terrence | 5 Min | • To be added during the meeting. | | Other |
| Draft Committee Task List Action | Terrence | 35 Min | • To be added during the meeting.  
• Suggested focus areas include:  
1) Assist with accreditation recommendations  
2) Strategic Plan  
3) Program Planning | | Other |
### Parking Lot:

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### Information Requested

1. *To be added during the meeting*
2. 
3. 

### Meeting Summary or Take Away:

1. *To be added during the meeting*
2. 
3. 

### Effectiveness Links

1. Mission Statement and Core 4 Competencies (Communication, Critical Thinking, Global Awareness, Personal and Professional Responsibility)
2. ACCJC Standard I.B. Improving Institutional Effectiveness
3. College Strategic Plan
4. Board Goals
5. Education Master Plan
6. Facilities Plan
7. Technology Plan
8. Program Plans
9. Student Equity Plan