Martha Davis brought the meeting to order and suggested that all present introduce themselves so she can learn who people are. She stressed that the meeting is open to anyone who wants to come.

Martha referred to a handout she distributed and suggested that the committee comment on what the models in the handout mean to them. The handout shows the Integrated Planning Model developed by Cathy Dickerson on one side, and the Institutional Effectiveness figure 8 model Eileen Abel provided in the Spring 2007 Draft Program Review Guide on the other. Discussion of the Integrated Planning Model referred to the role of the IEC in terms of reporting progress on the measures outlined in the strategic plan. IEC output was referred to as being a document assessing outcomes, such as a report card, that could be distributed to College Council, the Board of Trustees, and other decision-making bodies. Martha mentioned that the Institutional Effectiveness figure 8 model on the other side made sense to her because it appropriately places Institutional Effectiveness between outcomes reports and planning.

Dave Arnold asked whether the committee should first work on developing a mission statement, expected outcomes, and an assessment plan for the work for the committee. Other members agreed that the IEC should develop a mission statement, and it was mentioned that the IEC will likely have goals that are specific to this committee (in addition to college wide goals).

A discussion about the relationship between the IEC and other college groups led to a suggestion that the lines from the IEC up to college council, down to programs, and across to the senate and senior staff in the Integrated Planning Model be double-arrowed to indicate information and reports flowing in both directions. Pat Girczyc mentioned that in this model, the role of the IEC appears to be related to the translation of things that come from lots of places to provide a coordination role.

Martha distributed Dr. Barbara Beno’s September 12th letter and rubric and suggested that in each of the three areas (Program Review, Planning, and Student Learning Outcomes) the committee members should review the characteristics listed in the levels of awareness, development, proficiency, and sustainable continuous quality improvement, and be prepared to compare notes on where we assess CR at the next meeting.

Steve Grimes raised a concern about the previous failed attempt to start an institutional effectiveness committee and suggested that the committee make its mission, goals, and objectives clear to the college as soon as possible.

Steve also asked a question to clarify that one function of the IEC is to evaluate program reviews and assess how other programs and departments are doing with respect to college wide goals and objectives. It was agreed that a role of the IEC is to ensure that the objectives of the college’s
strategic plan are accomplished. Pat suggested that we use the same rubric levels Barbara Beno provided (awareness, development, proficiency, and sustainable continuous quality improvement) to assess the status of the college in relation to its goals and objectives. Susan Wendt followed up on this with her comment that the IEC provide either a standard report or a standardized way of reporting effectiveness information.

Dave suggested that the IEC complete some exercises similar to those undertaken by various planning groups at CR, to first establish a mission, conduct a SWOT analysis (strengths, weaknesses, opportunities, and threats) and set goals and objectives. Roxanne Metz suggested that a more appropriate activity for this committee, since a SWOT analysis has already been done at the institutional level, is to establish the mission, define the function, role, and activities, of the IEC, and then determine how it fits in the relationship to the decision-making structure at CR. Martha checked with the group, and there was consensus that developing a mission, function, and position in the decision-making structure are a good starting place for IEC committee formation.

The committee talked about how best to share documents with each other. After a brief discussion, the committee decided to setup a blackboard site for members and to include a guest login for others at CR. Martha and Roxanne agreed to work with the folks in IT to set this up.

Martha asked the committee when it would like to meet. Among all members present, Fridays at 3pm was an agreeable meeting time. The committee decided to meet weekly from 3pm to 4pm on Fridays until further notice.

Next Meeting:
Friday, October 19, 2007
3pm – 4:00pm
CTE Conference Room

Submitted by: Roxanne Metz, Title III Activities Director