Redwoods Community College District
Institutional Effectiveness Committee Meeting

Friday November 2, 2007
3:00 p.m.
CTE Conference Room

Members Present: Martha Davis, Dave Arnold, Pat Girczyc, Roxanne Metz, Tracey Thomas, and Steve Grimes
Members Absent: Susan Wendt
Others Present: Anna Imrem, Noel Roberts, and Linda Turner from Mendocino by phone.

1. Introductions:
   Martha Davis brought the meeting to order at 3:06 pm. All in attendance introduced themselves.

   Martha announced to the committee that Blackboard is up and running and users can login as guests. The web page is not yet up.

2. Function of IEC with Respect to Strategic Planning
   Martha has met with President Tom Harris and confirmed that the function of the IEC is that of a messenger. This committee won’t be making policy or decisions, but rather reviewing documents or policies that come through the committee and making recommendations and/or asking for more information. There was discussion during the last Strategic Planning Committee meeting as to whether there would be a permanent Planning Committee. IEC will report outcomes to some representative body. From there the outcomes document would go to the President and finally, the Board.

   Roxanne Metz suggested that IEC outcomes documents should go the Planning Council and Key Performance Indicator’s would report out at least twice a year. Dave Arnold asked the difference between reporting to College Council or the Planning Committee. President Harris has determined the College Council will have a limited scope to review current board policy and will then make recommendations to the board for any new policies. College Council isn’t setting the direction of the college or making the policies, rather they are an intermittent work group on as needed basis. The bottom line is it’s not clear yet where Institutional Effectiveness fits in the scope of things.

   Dave asked how much Title III assisted with Program Review and other planning documents, and where it will fall to once Title III goes away. Roxanne reported that if there are flex days in January Title III will schedule training on Action Planning.

   Dave reported he would work this weekend on formulating some models for an IEC website. Tracey Thomas reported that she also has some other college info and she’ll send it to Dave. Dave reported that the question came up from Judy Hinman in Academic Senate today about where these Program Reviews go once they’re done. Dave asked the question should/could we begin reviewing Program Reviews? Martha replied yes. Five of thirteen Comprehensive Program Reviews have been completed.

3. Accreditation Committee Preparation: Martha asked the committee to think about the question, “What has the IEC been working on?” when asked by the Accreditation Team
and what our responses will be. The committee needs to be clear that we have been meeting to formulate what we need to do and what role we need to take with respect where we fit in the college structure and what we can do to move the college along. Dave would say we are in our infancy, hampered somewhat as strategic planning hasn’t made a decision for infrastructure and determining what our role is. Steve Grimes stated we should tell them that we plan to review these programs as a whole and that the IEC will be doing some type of formal review so that we can have it on the website before Januarys Accreditation meeting. Tracey, agrees with Steve that we need to report what we will complete before the end of the fall 2007 term, and that we are also looking at and forming tools to determine if our institutions is functioning as it should. Roxanne suggests the committee clearly outline what we have done and what we are planning to do before the December 4 deadline to submit documents. It was determined that IEC will review the completed program reviews and will produce a report when finished. One of

Roxanne suggested that as we read program reviews, we could look at ways to improve the process. Dave would like to start reviewing these program reviews now and have some benchmarks ready by December 4. Steve suggested developing a schedule of benchmarks as documentation. Blackboard can be used as a forum for interaction between the reviewers. Steve suggested as a schedule for completing the program review process, November 2 set schedule, November 9 random assigned reading, November 16 small group evaluation, November 30 write document, and December 4 post to website.

Next Meeting:
Friday, November 9, 2007
3:00 pm – 4:00am
Location: TBA

Submitted by: Michele Vagle, IR Account Clerk