Redwoods Community College District  
Institutional Effectiveness Committee Meeting  
Friday October 26, 2007  
3:00 p.m.  
Board Room

Members Present: Martha Davis, Dave Arnold, Pat Girczyc, Roxanne Metz  
Members Absent: Steve Grimes, Susan Wendt, and Tracey Thomas  
Others Present: Steve Stratton, Ruby Jager, Anna Imrem, Jason Leppaluoto, and Noel Roberts

1. Introductions:  
   Martha Davis brought the meeting to order at 3:05 pm. All in attendance introduced  
   themselves. The committee reviewed and approved the notes from the previous meeting.

2. Report on Progress of Strategic Planning  
   Martha Davis led the committee in a discussion about the planning process that has  
   occurred to produce a 2007/08 Strategic Plan. She explained that the Strategic Plan will  
   cover the missions, goals, and measurable objectives. The Planning Committee has been  
   working with Scott Epstein. Roxanne Metz said through the strategic planning process the  
   committee has identified 9 key performance indicators that will measure all goals and  
   objectives. All of the goals and objectives will tie to the wider college goals. Once complete  
   the strategic plan will be distributed to all.

3. Discussion of the website and Blackboard  
   Martha informed the committee that the IEC Blackboard, a forum for this committee is  
   operational and that everyone can log in as a guest. Dave Arnold has contacted Brian Van  
   Pelt regarding an IEC website and has been given the okay to start the content. Once we  
   have enough content, Brian will take it over and format it to mirror the CR website. It will not  
   be linked to the IR website in order to remain autonomous.

4. Create a flow chart of the possible plans and reports that IEC will coordinate  
   Martha informed the committee that the programs that are completing the first round of  
   Program Review have received the necessary data from IR. The committee discussed the  
   role of IEC as a clearinghouse for Program Review in the future.

   The role of the IEC with respect to the Strategic Plan was then discussed. Martha explained  
   that CR has identified 9 key performance indicators. Key performance indicators determine  
   whether Strategic Plan Objectives were met. In many institutions, an outcomes document is  
   prepared by an IEC to report the results of the Strategic Plan, i.e. whether the Objectives  
   were met for that year. The Outcomes Document would, in turn go to either the College  
   Council or Senior Staff and the President and then to the Board. It is yet to be determined  
   whether this process will be the responsibility of the IEC.

   Dave has been searching other schools to see what they do for IE. Dave provided a handout  
   to the committee that he printed from Linn-Benton Community College (LBCC) detailing their  
   IE function. The Linn-Benton model has a complete statement of Vision, Core Values,  
   Mission, and Goals. Dave stated that he thinks that the IEC goal is to see that the college  
   does what it says it will do.
The mission of the IEC was then discussed. Dave thinks that our mission is clearly stated in the first sentence of the LBCC Vision, Values, Mission, and Goals document. Pat Girczyc asked if this document is setting the colleges key performance indicators. Dave passed out LBCC’s Institutional Effectiveness System document that explained the IEC function. The college is effective if it’s doing what it says it’s doing in its master plan. Martha reminded the committee that there will be other things this committee will be filtering besides the strategic planning outcomes.

Dave passed out a final handout containing Definition of Terms copied from Scott Epstein’s slides. It also included sample mission statements from other IEC groups. Pat asked how this fits with other committees being formed in the college as we don’t want to be redundant.

Martha explained that the strategic plan comes from the strategic plan committee. Roxanne shares with Pat a concern that we make sure we are clear on who’s doing what. A concern is the strategic planning team is an ad hoc committee with no governing force. Additional reports that would come through the IEC would be Program Review, Mandated Reporting including AARC, IPEDS, and MIS. Steve Stratton likes the function this group is taking.

Roxanne thinks the IEC should make a recommendation to the President as to the function of the IEC. Martha and the committee think there should be conversations with President Harris first to determine processes. Dave believes that our mission is to make sure the college does it’s work and to monitor results. Eventually we will have a recommendation to see where we fit, but the committee agrees first we should have a conversation with the President Harris.

5. **Refine Goals and Objectives:**
The committee will address goals and objectives next week. Our main goal is to educate ourselves and others about what we can be and do for the college. The meeting was adjourned at 4:00 p.m. by Martha. Pat noted that this is valuable as we are making progress each week.

**Next Meeting:**
Friday, November 2, 2007
3:00 pm – 4:00 pm

**Location:** Board Room

Submitted by: Michele Vagle, IR Account Clerk