Redwoods Community College District
Institutional Effectiveness Committee Meeting

Friday, November 30, 2007
3:00 p.m.
Large Lakeview Conference Room

Members Present: Martha Davis, Dave Arnold, Pat Girczyc, Steve Grimes, Roxanne Metz, Tracey Thomas, Susan Wendt
Others Present: Steve Durham, Steve Stratton, Ann Marie Woolley, Dan Walker

1. Introductions: Martha Davis brought the meeting to order at 3:00 pm. All in attendance introduced themselves.

2. Academic Senate: Steve Durham gave each member of the IEC a copy of the text of Title 5 Article 2, Section 53200, “Academic Senate”. As a former Senate president, Steve suggested that either the IEC or another CR body should encourage an evaluation of the Academic Senate to determine the effectiveness of the Academic Senate with respect to the establishment of curriculum, degree and certificate policies, grading policies, educational program development, governance related to faculty roles, etc. Through discussion, members of the IEC agreed that it would be useful for the Academic Senate to participate in a self-study, but no specific role for the IEC was identified.

3. Mission Statement Discussion: Tracey Thomas reminded the committee of the proposed administrative procedure for the function and membership of the IEC, as well as the proposed committee formation process prepared by Cathy Dickerson early in the semester. It was agreed that IEC members would review these documents as well as the mission statements for institutional effectiveness committees at other institutions to inform a future discussion of the mission for the IEC.

4. Program Review: The committee discussed various documents that had been prepared by committee members in response to Program Review Committee Co-Chair Dave Bazard’s request that the IEC review the completed Program Reviews to assist the college to integrate program review into college-wide planning and decision-making. Two templates developed by IEC members were discussed, as well as reports on technology and facilities themes. Anne Marie Woolley suggested that the Program Review Committee Chair might serve on the IEC to ensure closer collaboration and cooperation between both committees.

5. TAG’s Hardware Replacement Policy: Roxanne Metz distributed copies of her brief analysis of Draft 4.4 of the Hardware Replacement and Retirement Policy that members of the Technology Advisory Group are hoping to get approved by the college. The committee agreed to continue discussion of this item at a subsequent meeting.

Next Meeting: Friday, December 7, 2007
3:00 pm – 4:00 pm
Location: To be Determined

Submitted by: Roxanne Metz, Title III Activities Director