REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Institutional Effectiveness Committee
Wednesday, December 11, 2013, 11am - 1pm, SS 104
Summary Notes

1. Called Meeting to Order. Present: Angelina Hill, Julia Peterson, Angelina Hill, Tami Matsumoto, Paul Chown, Jeff Cummings, Sally Urban, Kathy Smith, Dan Calderwood, Crislyn Parker-support

2. Review 12/4/13 IEC Notes

3. Action Items

4. Discussion Items

4.1 Continue Development of 2014-15 Annual Plan:
- Reviewed two previous year’s annual plans for items that not carried forward. The Institutional Learning Outcomes need to move forward. Discussion on how often to evaluation and how to get out to district. Each outcome includes indicators for evaluation, but needs interpretation.

Goal 3: EP3 Practice Continuous Quality Improvement
- Add: Communicate ILOs with students and employees through dialog and publications,
- Add: Assess and Evaluate ILOs/Results in IEC report
- Add: Continue placing employees on ACCJC visiting teams
- Add: Continually improve the quality of SLO/PLO assessment
- Add: Continually improve the assessment processes regarding areas of responsibility
- Add: update the Education Master Plan
- Add: Establish a process to continually monitor ACCJC standards and sub standards process/specific standards will be assigned to specific people
- Add to Goal 3- Fiscal and Operational Sustainability:
  - Develop budget cycle for equipment replacement
  - Develop budget cycle for technology replacement

Goal 4: Technology: SP.4 and EP.4
- Add: Develop a technology replacement plan
- Add: (and verify meetings and/or classes?): Video-conferencing
- Add: Further update college website
- Add: Expand wireless capabilities
- Add: Making progress towards self-service technology
- Add: Ask DE committee for action related to expanding DE offerings (develop plan for strategically offering DE courses)
- Add: Continue technology training in the classroom

Goal 5: Enhance Institutional Profile
- Add: Implement activities for the 50th Anniversary of CR
- Add: Determine options for unused facilities
- Add: re-establish alumni association
- Add: develop marketing plan
- Add: Increase dual enrollments offerings at high schools
- Add: Increase faculty and staff outreach to high schools. Develop a schedule of visits.
- Add: Equip faculty and staff with marketing materials for outreach activities.
- Add: Alumni testimonial videos.

Goal 5: Increase Student Participation in Campus Activities
- Add: Continue to Increase students in work experience
- Add: Effective use of the (student) multicultural diversity center
- Add: Student Center (stations/technology?)
5. Other/Future Agenda Items:

- January 17 Flex Activity Update: The following will be on the panel to support persistence: Dave Holper-Humanities, Hillary Reed – CTE, Kintay Johnson and Trish Blair – EOPS and DSPS, Todd Olsen – Math. Looking for a Social Sciences representative from a branch site.

Adjourn