Present: Kathy Smith, Tom Henry, Tami Matsumoto, Dan Calderwood, Cheryl Tucker, Keith Snow-flamer, Paul Chown, Angelina Hill, Julia Peterson, Crislyn Parker - support

1. Meeting Called to Order:
   - President Smith indicated the need to ensure sustainability.
   - Special Trustee Henry agreed and emphasized that because of our past history with accreditation, if we do not continue to meet accreditation standards and sustainability, we may not be given more chances. Meeting accreditation compliance is continual; we must always be in compliance, and it is the responsibility of the IEC to ensure this.
   - The goal for the annual plan is to be sure we haven’t missed anything.

2. Review 12/4/13 IEC Notes: N/A

3. Action Items

   3.1 Review the draft 2014-2015 Annual Plan (attached)
   - All changes discussed will be made prior to sending the plan to Expanded Cabinet
   - The committee went through the draft plan, improved clarity of language, specificity and discussed how to build in accountability.
   - Discussions included, but were not limited, to the following items:
     o Regarding increasing enrollments, Keith noted the goal of the Enrollment Management Committee is not to increase but put strategies in place that will keep enrollments stable and allow for growth.
     o Fiscal stability includes numerous pieces; including the need to develop a technology and equipment replacement cycle.
     o Regarding distance education, implementation is contingent on the Chancellor’s Office approval of our DE courses; but development of the plan can be completed by fall 2014.

4. Discussion Items

   4.1 Status update on Fall 2013 annual planning items: Angelina adds a status column while monitoring current year plans, and requests feedback during the year.

   4.2 Integrated Planning Annual Timeline update
   - Distribute resource and planning requests to IPFC’s for prioritization:
     - On track with program reviews
     - On track with distributing resource requests to IPFCs (#15 of the Timeline)
   - Evaluate Instructional Program Reviews:
     - On track and continuing

   4.3 Assessment dialogue sessions
   - Develop a process in which findings feed into institutional planning
     - Send email to campus regarding various assessment dialog sessions
     - Dialog sessions will be summarized and noted for incorporation into annual planning cycle.
4.4 Initial discussions

- Revising the self-evaluation instrument
  - Angelina will prepare a draft revised self-evaluation for the next meeting. There is also a committee survey that relates to ACCJC and whether committees met their established goals.
- Organizing the Integrated planning summit
  - Dates under consideration are April 5\textsuperscript{th}, 12\textsuperscript{th} or 19\textsuperscript{th}. There was a suggestion to choose an annual date for the summit.
  - Location for the integrated planning summit is being considered, possibly business classrooms in the Humanities building.
  - Committees that should have representation: Expanded cabinet should be included (it includes leaders of all constituent groups); assessment committee, budget planning committee (which included facilities and technology); the DE advisory committee, enrollment management, IEC, PRC, student equity planning and professional development committees;
  - The objective of the summit is to have committees communicating; what is working/not working; areas of improvement, etc.

5. Other/Future Agenda Items:

Next meeting: Wednesday, February 26, 2014

Adjourn