1. Meeting Called to Order. Present: Kathy Smith, Angelina Hill, Cheryl Tucker, Julia Peterson, Richard Reis (via phone for Tami Matsumoto), Dan Calderwood, Paul Chown, Brian Van Pelt, Jeff Cummings, Crislyn Parker

2. Discussion Items
   2.1 Standardized Committee Templates Update
      • Reviewed the Technology Planning web page as the final example template for all committees.
      • A committee membership database will soon be available, which can be searchable by either “committee” or “employee” criteria.
   2.2 Redesign Inside.redwoods.edu Update
      • Discussion on the current draft of the revised-inside redwoods pages included how to denote committees and sub-committees, and how to deal with committees that are also processes (such as program review).
   2.3 Developing 2014-15 Annual Plan
      • In reviewing the annual Timeline, the following changes were discussed and agreed upon:
         o #1 (Institutional Effectiveness report) will be due in August.
         o #27 (Review draft annual institutional plan) will be changed to March
         o #30 (Finalize Annual Institutional Plan) to April of the current year.
      • It was agreed the best approach to develop annual plans is for IEC to prepare a draft and send for review to the district through cabinet and/or the academic senate co-presidents.
      • IEC will have a special meeting on Wednesday, October 9th, to draft the 2014-15 annual plan.
      • When the Strategic and Education Master Plans are updated, there was discussion that a five-year mapping in one-year draft annual plans should be part of the process.
   2.5 Tracking Annual Planning Progress and Updated Functional Plans
      • Annual Plan tracking discussed in item 2.3
      • Functional committees need to update their plans
      • Angelina will send a heads up to the responsible persons noted on the annual plan that she requires updates by the end of each semester. Cheryl will assist Angelina in collecting updates to the annual plan.

3. Standing Agenda Items
   3.1 Status Check of Planning Process:
      • Timeline deadlines are being met, except for #6, drafting the subsequent year annual plan.
      • A Town Hall update will be established by President Smith for October.
   3.2 Monthly Timeline Update-discussed above

Meeting Adjourned. Next meeting Wednesday, October 9, 3pm.