1. **Meeting called to order.** Present: Keith Snow-Flamer, Julia Peterson, Jeff Cummings, Cheryl Tucker, Paul Chown, Brian Van Pelt, Dan Calderwood, Tami Matsumoto, Angelina Hill, Crislyn Parker - notes

2. **Discussion Items**
   2.1 **Standardized Committee Templates update:**
   - All inside.redwoods committee pages will maintain a current homepage template, which includes primary agenda dates, meeting notes, special notices/messages area
   - The left-side menu includes a link “about” the history and scope of the committee, and membership. “Other resources” tab is for posting the other documents and links
   - It was decided to separate Planning and Prioritization, for the other resources page, because many committees have specific functional and/or prioritization lists.
   - Archives will include all of the previous pages
   - All committees will post by calendar date, top down

2.2 **Redesign Inside.redwoods.edu:**
   - The “yellow bar” menu currently on inside.redwoods was designed around destinations, not processes. The plan is to restructure all inside.redwoods navigation to be more effective
   - Suggestions for inside.redwoods: List processes and have dropdowns for committees, or split the page to include processes on half of the page, committees on the other.
   - The best format for inside.redwoods will be a future agenda item. Brian and Angelina will work on drafts for the next meeting.
   - Program Review will split the committee pages from the process pages, similar to Assessment.

2.3 **Finalize Draft 2013-14 Annual Plan**
   Following IEC review of the draft plan, it went to cabinet, and changes were made;
   2.1 “Low Hanging Fruit” List of items to be included in 2013-14 annual plan:
   - This document, created by the student equity committee, should be included in the 13-14 annual plan. Bring to ASCR leadership for evaluation; is this (area) beneficial to student success, mission etc.
   - Add the theme to the annual plan
   - Change 5.1 to read “Increase student participation in campus activities across the district;” Correct to VPISD (vice president instruction and student development) in all areas
   - 1.6.2 –should be more specific; e.g. “based on the priorities noted in the SEP, narrowing the equity gap”. Many issues from the SEP are already a part of the college. Angelina will make changes, send to IEC members and finalize for release at convocation.

2.4 **Finalize Integrated Planning Timeline:**
   - Timeline will be finalized by adding verbs and an alphabetical legend. Copies will be printed and laminated for convocation
   - Summer courses are an opportunity to assess courses not done during the academic months. All assessments must be submitted by 9/15/13
   - Crislyn will submit a monthly reminder of timeline activities occurring during the upcoming month
2.5 Annual Plan Convocation Session Format

2.5.1 Finalize “Theme” Presentation for Convocation:
   Introduce the theme of persistence
   - Angelina will recap what persistence rates are, challenges, motivation and why persistence, and what can be done to accomplish this theme. Then discussion (audience 5 minutes?)
   - Explain the theme needs to be threaded into activities during the year, also, what it means as an institution to have a theme, what it looks like. Themes will be incorporated into this year’s program review planning regarding persistence
   - Request suggestions from Bob and Mark in how to engage faculty in retention and persistence. Maybe with models for internal and external and look at other schools for best practices
   - Suggestions: that program reviews include persistence in their goals for the upcoming year; e.g. what is the status of persistence in last year review and how to address it in the upcoming year
     - Review the past year’s persistence, and in your 2013-14 plan, analyze how it could be improved upon
     - Globally, what each of us can do to encourage students to return. Best practices – find three best practices

2.5.2 Finalize Annual Plan Presentation for Convocation:
   - Include the annual planning session with and following the state of the college session, then have the recognitions
   - Suggestion to have available lanyards/card with three best practices, noted above, that contribute to persistence

2.6 Discussion with Planning Committee Chairs Regarding
   a. Updating Functional Plans and Templates
   b. Using Assessment Data

3. Standing Agenda Items:
   3.1 Status Check of Planning Process

4. Other/Future Agenda Items:

Next meeting Wednesday, August 7, 2013 9am