

**Institutional Effectiveness Committee  
Leadership Meeting  
Tuesday February 28, 2017**

I. Call to order 10:44am

II. Public Comment - None

III. Announcements –

- In an effort to continue our search for streamlining processes and consolidating Assessment, Program Review, and Planning into a single platform, there will be two software demonstrations: eLumen and Campus Labs will each present to the IEC
- Leadership meeting on March 14- Share with the team what we discussed today.
- Need to put up agendas for each meeting per Brown Act.

IV. Review of Winter 17

Leadership Team got all outstanding reviews completed except for:

- OIE Unit Outcome Statement (Tito); OIE Components, Outcomes, Measures (Tito); Online Hybrid- Review Findings (Myriam); Facilities Construction- Unit Outcome Statements (David)
- Crystal working on reconciliation for TLC

V. Spring 2017 Meeting Schedule

**Goals for Spring 17:**

1. Complete all Unit Reconciliations. Return to appropriate authors (Leadership Team)
2. Request Units who have not completed a comprehensive review, to do so by the end of Spring/Summer 2017. IEC will process in 2017-2018 Academic Year
3. Talk to IEC members about reviews that Student Services did outside of Taskstream. Once the Reviews are vetted by IEC Leadership and a simplified rubric is developed for them, Teams of 3-5 IEC members will process and give feedback.
4. Focus on Processing Instructional Program Reviews that have been submitted, but not processed. There are only two: Psychology & Counseling. Team 1 will process Counseling and Team 2 will process Psychology.
5. Go through Accreditation Standards and additional language on Program Review.
6. Implement and Communicate to the Campus the new four-year cycle of four types of comprehensive reviews.

VI. Agenda for March 17 meeting

- March 17- Outline Agenda for Spring- Normal business meeting
- Review Spring Goals
- Begin work on Counseling and Psychology and/or Student Services reviews

- Schedule presentation of Reconciliations of Reviews that have been completed, but not presented to full committee
- At the March 14, 2017 Leadership meeting- Share with the other members of leadership team what was discussed today.
- David and Sonya will develop preliminary agendas for the March 14 Leadership meeting and the March 17 general IEC meeting. Crystal will be out-of-town.

VII. Adjourned at 12:17pm