

Institutional Effectiveness Committee

Meeting Minutes

Monday, February 18, 2008, 1:30 p.m., C-110

Charge: Monitor the College's success on its mission, vision, and learning outcomes; facilitate the development and adjustment of assessment measures; monitor the College's achievement on its quantitative and qualitative performance indicators; and monitor and continuously update the College's strategic plan.

Attendance

Present:

Paulette Popovich (chair)	Bill Clark	Bill Fisher	Susanna Horn
Jack Kristofco	Maureen Lerch	Cindy Summers	Colleen Teague
Tim Vierheller	Lindsie Webb	Paul Weinstein	

1. **Call to order:** Dr. Paulette Popovich, chair, called the meeting to order at 1:30 p.m. C-110.
2. **Approval of minutes from January 28, 2008**
3. **Approval of the agenda**
4. **Old Business:**
 - A. **Strategic Plan "Tree" Update:**
 1. Discussion of how to make the Strategic Plan more accessible. Cindy will work with Alan to make the Strategic Plan easier to find on the web.
 2. Tentative plans for monitoring Strategic Plans submitted by each area:
 - a. Ask those with responsibility for each "plan" to report their progress to IE. Deadline for written progress reports: July 30, 2008.
 - b. Areas should begin reporting during fall semester so they can work on changes during spring semester.
 - c. During the reporting process, IE Committee may discover items that could/should be reported to the entire College
 - B. **Critical Systems Discussion:**
 1. How should the list of critical systems be reduced, expanded, realigned, and/or modified?
 2. Are our critical processes accurate and complete?
 3. All areas with Strategic Plans should appear somewhere within the critical systems/critical processes model.
 4. Based upon today's discussion, Paulette will send to committee members a draft of a model showing the relationships between our critical systems and critical processes, and incorporating the governance system and associated College departments

C. Communication Model Discussion

1. We need a graphic to illustrate how various College groups will communicate with each other during the self-study process.
2. Jack presented his preliminary model to the committee
3. Jack and Paulette will discuss the models they drafted and then send a revision to IE members for input

5. New Business: Next steps in self-study planning

- A. Establish a timeline for our Self Study
- B. Present the timeline to others
 1. College meeting in March
 2. HLC meeting in April

6. Good of the Order: Next IE meeting will be Monday, March 3, 2008 at 1:30 p.m.

7. Adjournment: 2:30 p.m.

Respectfully submitted,

Susanna K. Horn, secretary