Institutional Effectiveness
Sub committee meeting minutes from 10/28/08

Meeting commenced at 210pm
In attendance: David Mills, Tim Wallstrom, Arend Flick, Monica Gutierrez, Barbara Moore, Leah Pierce, Sarah Burnett (Co-Chair), Jennifer Bowen (Student Representative)

Request for updates on sections needing revisions sent by email previously. Only M Gutierrez submitted updates.

S Burnett has set a deadline for updates on Nov. 14 2008 so she can compile all edits. Each member must answer concerns of the accreditation committee for their assigned section. Deadline for Final Submission of Self study and evidence is Nov 30, 2008.

S Burnett went over M Gutierrez’s update that included new data from the current fact book and environmental scan.

Status of Mission Statement: has been voted on and accepted by Strategic Planning Council. Has been forwarded to Dr. Davis for review. Next step, if accepted, is to Chancellor’s office and finally to the Board of Trustees.

Discussion of where the sub committee is in terms of planning agenda items. All must be updated with current status, if the items have been met or not, or if they need revisions or changes.

S Burnett will email planning agenda items to each member to report on their status. Must report on whether the standard has been met or not. If standard is not met must include justification as to why it has not been met. If committee feels that some planning agenda items are not necessary or not applicable, they can be taken out.

General discussion of the role of institutional effectiveness.

Questions asked:
Are we being effective as a college?
What is our charge? Oversee that all services/systems are running accordingly?
Should we oversee bookstore, webadvisor etc.?
Is our responsibility only to say what is not effective at the college, but not to implement change in those systems/services?
What will the charge of this committee be after the college is accredited?
Are we only to review the mission statement on a yearly basis?

General consensus is that the committee needs to define the outcomes and objectives of this committee and determine if we are meeting them. The committee needs a purpose statement which includes the above items discussed.

Meeting adjourned 300pm