



Institutional Effectiveness Committee

IEC Agenda

March 11, 2020, 3pm-5pm, L137

Present: Dan Lawson, Jason Holloway, Stefani de Vito, Carmen Johnson, Nathan Pellegrin, Nghiem Thai, Lilia Chavez, Denise Richardson, Tachetta Henry, Monica Ambalal, Lowell Bennett

1. Review agenda
2. Approve minutes from previous meeting
 - a. Without objection, minutes from previous meeting approved as send out by Co-chair Dan Lawson
3. IEC Membership:
 - Faculty members: Tom Renbarger, Dan Lawson, Stefani de Vito, Polly Jones, Nghiem Thai (one vacancy)
 - If by-laws amendments are approved, no need to fill a faculty vacancy
 - Classified members: Carmen Johnson, Tachetta Henry (one vacancy)
 - Soledad Leung will be appointed by Classified Senate at next meeting
 - Administrative members: David Johnson, Jason Holloway, Nathan Pellegrin (ex-officio)
 - Denise Richardson will check with the President to see who the administrative appointees will be going forward
 - Student members: none (one or two can be appointed by ASMC)
4. Accreditation Update
 - a. VPI Denise Richardson will take over the role of ALO, with Dan Lawson re-assuming the role of faculty lead
 - b. **Background:** There will be a visit by an ACCJC team in Spring 2021. Before the visiting team arrives, we will provide them with a copy of an Institutional Self-Evaluation Report (ISER). The 127 ACCJC standards are divided into four sections and there are four committees of faculty, classified staff, and administrators working on our analysis of the standards for the ISER. We had an all-committee meeting on February 18, 2020 to review our current progress and make plans for the next steps.
 - c. **Next steps:** Currently, the standards committees are working on an outline draft with evidence for their standards. It is important that all statements of fact in the report are backed up by documentary evidence (e.g. meeting minutes, an excerpt from the catalog, a screenshot of a webpage, etc.). The outline draft is due on Friday 3/13/20. ~~There will be an accreditation presentation on Flex day (Thursday 3/19/20).~~
 - d. **District content:** Some of the standards are partly or primarily the responsibility of the district office. They are still working on Standard IIID. They provided us with the [current draft](#) of their content and they are soliciting input. Their deadline for this is also Friday 3/13/20. Feel free to review their content at the link above. If you have any feedback or questions about it, please let me know.

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- e. **Questions:** If you are a member of one of the standards committees and are having any difficulties, please let me know. For example, I may be able to connect you with someone who can find the piece of evidence that you haven't been able to locate.
5. Mission statement
 - a. Merritt's mission statement reaffirmed by BOT yesterday
 - b. Was last reviewed in Spring 2014
 - c. Motion to add review of Merritt College mission statement to the agenda for the Spring Planning Summit.
 - i. SDV/TH/unan
 - ii. Need to notify all constituent groups with an invitation to collaborate
 - iii. Send out notice to Merritt-FAS ahead of time to ask for feedback – can be added to faculty/staff survey
6. Report of Spring 2020 Planning Summit Subcommittee
 - a. Monday 3/30 will be next meeting tentatively
 - b. Guided Pathways will be a focus of the summit; Stefani de Vito will join subcommittee
7. Report of Bylaws Subcommittee
 - a. Review proposed changes to Participatory Governance Handbook
 - b. Per VPI Richardson, Guided Pathways languages should be included in every committee's bylaws
 - c. Dan Lawson will send proposed amendments to ASMC, Classified Senate, and Academic Senate for review.
8. Calendar of other IEC responsibilities
9. Review responsibilities taken during meeting
 - a. DR
 - i. Check with the President to see who the administrative appointees will be going forward
 - b. CJ
 - i. Soledad Leung will be appointed by Classified Senate at next meeting
 - c. NP
 - i. Workflows in Sharepoint for PR and APU approvals
 - ii.

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