

IEC Meeting Minutes April 8, 2020

April 8, 2020, 3pm-5pm, Zoom

Present: Dan Lawson, Nathan Pellegrin, Tom Renbarger, Denise Richardson, Stefani Di Vito, Stefani Harding, Jason Holloway, Nghiem Thai, Tachetta Henry,

Agenda:

Minutes template was developed specified in the draft of the handbook, but not in the version published on the website.

Agenda adopted

Minutes approved unanimously as-is, in alternative format from last meeting.

- Review agenda
- Approve minutes from previous meeting
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- 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). Tachetta is waiting to confirm with Carmen that she is available to join the committee.
 - Soledad Leung will be appointed by Classified Senate at next meeting
- Administrative members: David Johnson, Jason Holloway, Nathan Pellegrin (ex-officio)
 - Denise Richardson confirmed with President Johnson that Nathan Pellegrin will serve as chair and Denise Richardson and Jason Holloway will be administrative representative
- Student members: none (one or two can be appointed by ASMC) . Tom will be attending the ASMC meeting on Friday and will reach out to them.

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- IEC Membership confirmation
- College governance meeting schedule

It is the motion of this committee to request of the office of the President to update the shared governance calendar in Outlook (preferably), and moving forward for all academic years, that specifies all meeting times, and to update the master calendar when changes are made.

This will be forwarded to college council for approval.

Previous processes that were developed for integrated, shared calendars across college administrative areas, with access by college community (Merritt-FAS).

- Accreditation Update
 - Updated document from district on Standard IIIC.
Need to develop Merritt College technology plan in conjunction with narrative for this standard. This is to be taken up by the MTC.
 - Status of contributions from standards committees.
To complete outlines of responses with evidence.
A second draft is needed to make sure that
 - 1) Evidence should be one-to-one with pieces of narrative. .. Evi is tied specific narrative. Only include evidence that is actually needed.
Make sure each point is tied to evidence
 - 2) Spell out how standard is being met. If not, identify what to do in order to meet it. If they do not know how to make corrective actions, then the need to notify the appropriate committee (steering committee) or administrative unit.
 - 3) When putting together their evidence and points and draft, the outline must be easy to use to draft a response to include in the ISER

SH: body of documentation from prior iteration of accreditation can be made available to standards to reference as evidence.

DL: identify the items that need to be put on the agendas of committees and planning

summit so that they can be addressed before the end of the term.

- IE Survey of faculty and staff
 - +Q Please provide examples of where PG has resulted in beneficial
 - Program review
 - Faculty and staff evaluation

- Planning Summit
 - Next meeting of subcommittee?
 - Denise Richardson asked President Johnson RE the status of the planning summit and confirmed that we should move forward with it.
 - Nghiem will send out a meeting request for the
- Report of Bylaws Subcommittee
 - Motion to approve new bylaws by Tom, second by Stefani, and will pass along to college council approval.

- Calendar of other IEC responsibilities
 - EOY self-evaluation from committees
 - Fall activity for institution set standards
- Review responsibilities taken during meeting

Request Additional Agenda Items Below:

Motion to include template for meeting agenda and minutes in the PG handbook. Passes unanimously. Present to committee version of template that VP Richardson introduced and edited by Nghiem.