



Institutional Effectiveness Committee Agenda

Meeting 10:00 – 11:30 am
Altos Conference room #2019
October 31, 2024

Attendees: Elaine Kuo, Doreen Finkelstein, Lene Whitley-Putz, Stacy Gleixner, Dolores Davison, Voltaire Villanueva, Bret Watson, Phoung Tran, Kelaiah Harris, Laurie Scolari, Kurt Hueg

Item	Presenter	Description	Time
IEC Onboarding	Elaine Kuo	Member training and onboarding	10:00-11:30
<p>Elaine Kuo presented the onboarding and training session to the Institutional Effectiveness Committee (IEC), with the primary goal of introducing the committee and establishing a framework to support college-level planning, initiatives, and accreditation. The IEC is a new advisory committee designed to drive continuous improvement efforts that align with the college's mission. The committee's main focus will be on facilitating discussions about institutional improvements, supporting the assessment and evaluation of institutional plans and initiatives for effectiveness, and promoting cross-college dialogue. Additionally, the IEC will evaluate and assess college processes in a way that supports the advancement of institutional quality and overall mission. The committee will play a vital role in supporting integrated planning, communicating institutional progress toward its goals, and making recommendations to the Mission Informed Planning Council (MIPC).</p> <p>The membership of the IEC will include four administrators, two faculty members, two staff members, a facilitator, a recorder, and a student liaison (to be appointed by ASFC). Committee members will serve two-year terms. This year, the committee has several key objectives: establishing an 8-year planning calendar for institutional activities, documenting existing college-level plans and initiatives, supporting program review discussions, assisting with governance evaluation, and contributing to accreditation preparation and ongoing efforts. The committee's work is aligned with the state's Vision 2030 goals, which emphasize equity, success, access, and support, and the Educational Master Plan.</p> <p>The committee discussed its operational procedures and agreed on a set of guiding principles. These include using consensus for decision-making whenever possible, with voting as a</p>			



FOOTHILL COLLEGE

backup option, trusting the iterative process as the committee's role evolves, being present and contributing unique perspectives, and remaining open to new ideas and approaches. During the fall and winter quarters, the committee will begin receiving updates on college-level planning documents, which will help inform the development of the 8-year planning calendar. A comment was made regarding the need to clearly define what constitutes a "planning document" or "initiative," given the number of ongoing efforts across campus. Clarifying these terms will help the committee determine what should be included in the planning calendar and what needs to be reported out. Further discussions on refining these definitions and finalizing the list of planning documents and initiatives will take place in upcoming meetings.

The committee also reviewed the update template for tracking progress on planning documents. Members provided feedback on the template, and those suggestions will be incorporated into the final version.