



INSTITUTIONAL PLANNING AND EFFECTIVENESS COUNCIL (IPEC)
AUGUST 25, 2009
3 - 5 p.m. (RWC, H-2)
AGENDA

Attendees: Linda, Tracey, Kori (by phone), Chelsea, Cheryl, Curt, Denise, Lynda, Marie, Mary, Tracey, Sarah.	
AGENDA ITEM	NOTES
1) Review Agenda (Mary)	Meeting Schedule (Reverse) It was agreed that IPEC minutes would reflect action items and would be a shared task amongst all members starting in alphabetical order with the members first names: August: Chelsea (done) September: Cheryl October: Curt November: Denise December: Kori January: Linda February: Lynda March: Marie April: Mary May: Robert June: Sarah July: Tracey
2) Liaison Reports A. Accreditation (Denise/Marie) 1. Core Themes (Next Steps) 2. Begin Preparation for 2008 Self-Study B. Assessment (Mary/Marie) a. Review and Approve Final Draft Report C. Budget (Lynda) D. Strategic Planning (Mary) 1. 2008-09 Evaluation 2. 2009-10 Board of Ed Action Plans/Budgets E. Student Survey (Curt/Chelsea)	A) Lynda to update budget (and I assume possible update to IMP.) Cheryl to review teaching and non-teaching faculty evaluations. Each to return to Denise by Aug 31. 1) Mary & Denise to compile core theme document into themes & bring to next meeting. We'll then narrow down & send to RCC for input before final development of 3-5 themes by Nov. 2) Denise and a few others will attend Nov 6 th regional conference and will get a better idea how the new standards will work. Meantime, Denise will try to get more information about how to structure the new accreditation process. As needed Linda, Lynda, Mary, and Denise will meet to develop a draft

	<p>process.</p> <p>B) All IPEC members are to review & e-mail their changes to the assessment draft to Marie no later than Aug 31 for the FINAL document.</p> <p>C) Budget - No action.</p> <p>D) Mary to e-mail 08-09 evaluation to group. The group reviewed Board changes to SP objectives. Some concern about make sustainability higher profile was expressed.</p> <p>E) Assessment Surveys – No action.</p>
3) Review/Revise IPEC Quarterly Work Plan (Draft) (Mary)	All IPEC members are to e-mail their changes to Mary no later than Aug 31, and she will make revisions and resend to IPEC.
4) Review/Revise IPEC Charter (Denise)	Denise to make revisions noted during review and to add IPEC chair election in May to calendar.
5) IMP (Institutional Master Plan) Update (Lynda/Denise)	Lynda Warren will formally announce the firm selected at the Sept. 22 Board meeting. Lynda W. will confirm membership on an IMP Steering Committee. The Steering Committee will ask the selected design firm about establishing an organizational chart for purposes of information and publicity. The Steering Committee, in conjunction with Lynda, will gather input from faculty, classified, students, and community members..
6) Quarterly Summer Newsletter (Denise)	IPEC members listed on this agenda are to send Denise draft material to include in the newsletter before Sept. 21. Denise will publish the newsletter ASAP thereafter.
7) Strategic Enrollment Management (Kori/Curtis)	(Item taken first on agenda.) Kori has prepared a PowerPoint presentation that she will send to IPEC. The presentation is scheduled to go to E-Team on the 31 st . It was thought that SEM will be a committee of E-Team.
8) Other/Next Meeting 9) Sept. 29, 2009 10) 3 p.m. 11) H-2 RWC	<ul style="list-style-type: none"> To cut down on paper, all IPEC members are to print their own agendas and meeting materials for future meetings. However, materials not emailed with sufficient time will be printed off for IPEC members. Mary e-mailed faculty senate inviting membership, and to date there has been no response. Cheryl asked that she keep soliciting. Mary also agreed to contact Robert Felthousen about his

interest in IPEC.

- Thank you to Marie for always bringing wonderful goodies for us to share at the meetings 😊