

**Institutional Effectiveness Committee Minutes  
District Board Room  
October 16, 2017 – 1pm**

**MEMBERS PRESENT**

Bruce Baron  
Jeremiah Gilbert  
Jose Torres  
Amalia Perez  
Grayling Eaton  
Sheri Lillard  
Angel Rodriguez  
Rebecca Warren-Marlatt  
Christie Gabriel  
Richard Galope

**CALL TO ORDER**

Jeremiah Gilbert called the meeting to order at 1:05pm.

Jeremiah was appointed as the Interim Executive Director of Research, Planning and Institutional Effectiveness. This committee originally started as the ACCJC Task Force in response to the campuses being placed on warning. District Assembly, in September, approved the new District Committee Institutional Effectiveness Committee.

**NEW BUSINESS**

Committee Charge: Charge drafted by Jeremiah Gilbert and Keith Wurtz. The committee recommended adding to the charge (1) Monitor the progress of IEPI objectives (2) Involve community and use data in decision-making (3) Annual planning and program review, culminating with end of year snapshot of progress on all plans, challenges, needs, and opportunities.

Committee Members: It was recommended to add the Associate VC of EDCT and to change one CSEA rep to TWO representatives. The Professional Coordinators and the Vice Presidents from both colleges should be invited to meetings as needed.

Future Meeting Dates: Meetings will be held the 4<sup>th</sup> Thursdays of the month, from 10am-12pm in the District Board Room, beginning on January 25.

Next Steps/Future Agenda Items: Jeremiah will work with campuses to gather information to advise the committee of the progress.

**ADJOURN**

Jeremiah Gilbert adjourned the meeting at 1:55pm