



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Superintendent/President's Office
FROM: Ryan Carnal
DATE: Oct. 12, 2018
SUBJECT: Committee Initiatives for 2018-2019

Instructions: List the committee's 2018-2019 initiatives. This report is due to the Superintendent / President's Office by October 12, 2018.

NOTE: The committee chair (co-chairs) is (are) responsible for completing reports following dialogue with the committee. As a committee, you will be asked to assess progress toward these initiatives on the mid-year and end of year committee reports. Assessment of the committee's progress toward initiatives is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.

- **Name of the Committee**
Institutional Effectiveness Committee
- **Committee Members** (chair/co-chairs and cabinet liaison noted)
Ryan Carnal, Dean of Academic Affairs (co-chair)
Madeline Medeiros, Dean of Academic Affairs (Liaison to Cabinet)
Bill Demarest, Sciences and Mathematics faculty
Aimee La Rue, Institutional Research analyst
Catherine Riedstra, Dean of Student Services

Open, Arts, Humanities and Social Sciences faculty
Open, WED faculty
Open, ASCC representative

The committee initiatives listed below should correlate with the committee description and may also reflect institutional goals and objectives.

Committee Initiatives for 2018-2019	
Description	
1.	<i>Evaluate and update committee description and composition.</i>
2.	<i>Implement the processes outlined in the assessment tool to measure how institutional priorities were met via funding sources.</i>
3.	<i>Engage in activities to increase the relevance of the IEC in the campus community.</i>
4.	<i>Monitor progress on the institution- and program-level standards of achievement.</i>

5.	Follow the timeline in the Integrated Planning Manual 2017 regarding the Planning and Decision-Making Processes Assessment Report to be prepared in Spring 2019 in collaboration with Planning and Budget. (Page 34, online manual.)
6.	Administer the CCSSE in Spring 2019
7.	Provide feedback on and evidence for Accreditation Steering Committee assignments (Standards IB.1, IB.2, IB.5, IB.6, IB.8, IIA.11) and evidence gathering .
8.	
9.	
10.	

Tips for Setting SMART Initiatives	
Specific	A single, specific action or event that will take place.
Measurable	Quantifiable. How will you know the initiative is completed?
Attainable	Given available resources including human capacity and budget, is the initiative attainable?
Relevant	Relates to the committee's charge and District institutional goals and objectives.
Time-specific	Specify the time period by which it will be accomplished.