



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: President’s Office
FROM: Ryan Cartnal and Bill Demarest
DATE: 10/20/17
SUBJECT: Committee Initiatives for 2017-2018

Instructions: List the committee’s 2017-2018 initiatives.

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- 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 and liaison noted)

- Ryan Cartnal, Dean of Academic Affairs (co-chair)
- Jason Curtis, Dean of Academic Affairs (Liaison to Cabinet)
- Bill Demarest, Sciences and Mathematics faculty (co-chair)
- Aimee La Rue, Institutional Research analyst
- Canguo Liu, Arts, Humanities and Social Sciences faculty
- Catherine Riedstra, Dean of Student Services
- Open, WED faculty
- Open, ASCC representative
- Recorder: Monica Fiscalini

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

| Committee Initiatives for 2017-2018 |
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| Description |
| 1. Evaluate and update committee description and composition. |
| 2. Collaborate with Planning and Budget to develop and implement an assessment tool to measure how institutional priorities were met via funding sources. |
| 3. Engage in activities to increase the relevance of the IEC in the campus community. |

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| 4. Monitor progress on the institution- and program-level standards of achievement. |
| 5. |
| a) Follow the timeline in the Integrated Planning Manual 2017: Collaborate with the Strategic Planning Committee in Spring 2018 on analyzing, editing and reviewing materials for the annual progress report. (Page 31, online manual.) |
| b) Research a way to effectively satisfy the prompt in the Integrated Planning Manual 2017 related to analyzing the student learning outcomes sections of the periodic comprehensive reviews. (Page 22, online manual.) |
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| Tips for Setting SMART Initiatives | |
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| 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 strategies. |
| Time-specific | Specify the time period by which it will be accomplished. |