



Institutional Effectiveness Committee Meeting Minutes

January 3, 2020
9:00 - 10:30 am
C 112

Attendees

Michele Mathis (chair), Lisa Palmer, Debra Harlow, Julie Gilliam, Mark Wencel, Don Miller, Jimmie Whitfield, Shelly Stone-Moye, Grace Mattson, Dr. Doris Carver, Debra Harlow, Dr. Barbara Buchanan, Lisa Cooley

Welcome

Motion

Approve meeting 3 minutes – There was a correction made to the spelling of the guest speaker's name for our SP Kick-off in the meeting 2 minutes. A motion was made by Dr Buchanan and Shelly Stone-Moye seconded, the minutes were approved by the committee unanimously.

Strategic Planning

- Kick-off meeting invites – IEC members were sent the excel table to complete with names of contacts. The excel table will be replaced with a google doc and sent out to the committee for completion. Edits can made and viewed in the google doc simultaneously. Some invite suggestions for the kick-off were program advisory committee members, coned and curriculum corrections staff, SBC hemp contacts, the County Leaders Retreat, Industrial Committee, Good Morning Coffee Hour and the Chamber of Commerce Banquet.
- Food – the committee is undecided about serving lunch, may be more appropriate to have snacks this time of day. Michele Mathis will meet with Caprice Lengle and make a final decision.
- Kick-off flyer – Several suggestions were made for the current flyer:
 - too wordy need to shorten the title and bullets
 - include gaming and VR information
 - provide the speakers linkedin, twitter, youtube, Instagram, QR code and/or any other sources students can use to find out about him
 - event time should be 2:00 – 3:30
- Program outline – Dr. Senegal will make the opening statements, followed by the guest speaker and Caprice Lengle who will be allowed 2 – 3 minutes to thank the speaker and make a pitch for funding to support the enhancement of PCC programs. Michele Mathis will make a brief presentation on topics like the emerging trends in education, the labor market and its parallel to education and the global economy. There may also be a few data points and information on PCCs past present and future to open the floor for discussion of three questions designed to get feedback from the participates. The participants will be divided in four to six groups. Each group will have a representative from the IEC to mediate and a recorder (administrative assistant) to take notes on a laptop. At the end of the group discussions Michele Mathis will give a summary of the information collected.



- The SP kick-off is set to take place Fall 2021 at the annual PCC Convocation. 2020 will be spent planning the event and Spring 2021 will yield the final product. Michele Mathis will email the SP timeline to the committee and noted there may be some variation in scheduled events as we move forward.
- Other discussion – Dr. Doris Carver suggested PCC tie in with Disney's celebration of 50 years since they occur the same year to make a memorable association.

Adjournment

Meeting adjourned at 9:56 am

As recorded by Lisa Palmer