INSTITUTIONAL EFFECTIVENESS COORDINATING COUNCIL

May 18, 2026

Meeting Minutes

Voting Members Present: Jennifer Vega La Serna, Gabrielle Stanco, Deborah Bundy, Candace Lynch, Bridget Kominek, Jaclyn Magginetti, Bryan Ventura, Dulce Delgadillo, Khaoi Mady, Brandon Floerke

Absentees: Daniel Berumen
Recording Secretary: Gabrielle Stanco

I. **Call to Order:** The meeting was called to order at approximately 4:00 p.m. A quorum was confirmed.

II. **Introductions**: Members introduced themselves. New and returning members were welcomed.

III. **Approval of Minutes**
A motion to approve the April 20, 2026 meeting minutes was made by Jaclyn Magginetti and seconded by Candace Lynch. The motion carried unanimously.

IV. **Comments from the Public**: None.

V. **Review Committee Charge in Decision Making Resource Manual:** Jennifer shared that the Decision-Making Resource Manual is scheduled for its required three-year review during 2026-2027. Each districtwide coordinating committee has been asked to review its committee charge, membership, and meeting structure and submit recommended revisions for consideration by District Consultation Council (DCC).

The committee reviewed the current IECC purpose statement and discussed whether it accurately reflects the committee's work. Key discussion points included:

- Adding districtwide survey design, review, analysis, and interpretation explicitly to the committee charge since survey review has become a regular responsibility
- Updating committee membership to reflect current position titles (from McKnight)
- Adding the NOCE Accreditation Liaison Officer to the membership list
- Retaining four regular meetings per year with additional meetings scheduled as needed during accreditation cycles
- Maintaining the committee's emphasis on accreditation, research, strategic planning, MIS reporting, and districtwide data coordination

Regarding membership, the committee discussed the following revisions:

- Adding employee union representatives as non-voting resource members to improve communication on topics such as climate surveys and institutional planning
- Retaining student representation and identifying strategies to improve student participation, such as providing orientation for student representatives before each meeting and exploring stipends.
- Continuing to allow Academic Senates to appoint faculty representatives

Regarding the meeting schedule, members agreed that the current October meeting occurs too late in the semester for timely review of several districtwide initiatives. Therefore, they recommended changing the regular meeting months to: September, November, March, and May. The committee agreed that four meetings annually remain appropriate, with additional meetings convened as needed.

VI. **IECC Meeting Schedule 2026-2027:** The proposed 2026-2027 meeting schedule was updated to reflect the revised meeting months of September, November, March, and May. Meetings will continue on Mondays from 3:00 – 4:30 p.m.

A motion to approve the proposed 2026-2027 meeting schedule was made by Khaoi Mady and seconded by Bridget Kominek. The motion carried unanimously.

VII. **District-wide Strategic Plan 2022-2026 Progress Report**: Gabrielle led a discussion regarding development of the final progress report for the *2022-2026 District-wide Strategic Plan*. Rather than reproducing the lengthy report prepared during the previous planning cycle, the committee recommended a more concise format modeled after accreditation Institutional Self-Evaluation Reports (ISERs). The proposed structure includes strategic goal and objectives, supporting evidence presented in bullet format, a brief narrative analysis summarizing districtwide accomplishments, and data charts highlighting final outcome measures where appropriate.

IECC members also recommended using existing Board reports and State of the College reports as primary evidence sources and requesting only additional documentation where gaps exist. The Educational Services and Institutional Effectiveness team will create shared folders for campuses to submit the most relevant supporting documentation for each objective. Report sections will also be aligned with the Vision 2030 framework, where appropriate. The committee agreed this format would provide stronger integration between narrative, evidence, and outcomes while remaining concise for Board review.

VIII. **Technology Planning and Accreditation Follow-up:** Jennifer reviewed follow-up responses received regarding technology planning questions discussed during the previous meeting. The committee noted that development of a Districtwide Technology Plan is underway and will include hardware replacement and refresh planning. Technology Committee documentation and meeting minutes are publicly available. Opportunities exist to improve documentation and accessibility of district administrative review materials and other accreditation evidence. Members also discussed creating a centralized district repository for accreditation evidence that would organize district-level documentation by accreditation standard and provide consistent access for all three institutions. This could help to reduce duplicate requests to district offices and improve transparency and efficiency during accreditation cycles. The committee recommended making district accreditation evidence a recurring IECC agenda topic to monitor progress and maintain shared documentation.

IX. **Discussion:** None

X. **Next Meeting:** The committee noted that the next meeting will be held in September 2026, with the revised meeting schedule replacing the previously published October meeting date.

XI. **Adjournment**: The meeting adjourned at 5:00 p.m.

NOTE: This meeting summary was drafted with assistance from an AI-supported summarization tool (OpenAI ChatGPT). Content was reviewed, edited, and approved by the meeting recording secretary.