

April 11, 2024, 3:00 - 3:50 PM, [Zoom recording](#)

Welcome/Introductions ([Membership list](#))

We began the meeting with introductions and by welcoming Kara Flath, Vice President of Finance and Operations as an executive sponsor.

Announcements

The all employee Gallup poll related to campus culture is going out soon. The EAB registration is rolling out April 29. The [CCSSE survey](#) student survey is being sent to all students this term and is done every three years. No updates from council members.

Voting System

We talked multiple times in previous meetings about the voting system (see [Bylaws](#)) that was implemented by a former executive sponsor. Shelley suggested we vote in person, during meetings with a quorum present, after discussing a topic. Members generally agreed and did not have any major concerns with this method. No vote to change the bylaws was taken due to the lack of a quorum.

A few members suggested we begin meeting in person rather than via Zoom.

Then we talked about the challenges of getting quorum. A number of potential solutions to address this barrier were brought up. For example, we asked whether the group is too large; if some type of participating membership formula could be created; if the day of week and/or time of day is a major issue; if there are ways we can encourage better attendance; and if sending proxy members should be more strongly encouraged. Shelley and Tammie agreed to discuss this outside of the meeting time.

MFI Scorecard Ratings

Cathy Thomas reported that the ratings, by IEC members and stakeholders who helped write the Scorecards, has not been completed by a sufficient number of people to discuss as a group (three completed forms). She requested that at least four additional people submit readings. Tammie will send an email reminder.

(Members were asked to rate all MFIs individually, using this [form](#). Resources: [MFI rubric](#), [ratings over time](#), and [instructions](#))

IEC Chair Nomination

The chair position is available for April 2024 through April 2026. Members were asked to nominate themselves or another member. We will vote for a new chair in the next meeting. ([Chair role & responsibilities](#))

Academic Program Portfolio Review

Shelley provided a brief update. The inaugural process has started. She thanked IEC members for their foundational work to make this effort possible. Read more on the [IEC website](#).

Annual Planning Workgroup

Shelley and Tammie gave a quick update. The IEC Annual Planning Workgroup, chaired by Jennifer Hayward, submitted their recommendations to Shelley for a template and instructions. Shelley used that to create a template for beta testing and asked managers for feedback. Their feedback suggested that the process be streamlined and manageable. The first annual planning request will be sent to managers in mid April 2024. In spring and summer, the workgroup will get feedback from the beta test and make recommendations for a permanent process that will be used in coming years.

MFIE Report Writing Subcommittee (Nikki, Brandon, Tammie)

Nikki, Brandon, and Tammie shared the latest news. The report includes a few elements that are still in progress (e.g. MFI Scorecards ratings), which is challenging, is not likely to hold up the report completion. The report is slated to be completed by the end of spring term.

Resources: [MFIE Report 2023](#), [Subcommittee notes](#), [IEC Subcommittees: Purpose and Scope of Work](#), [IEC Subcommittee Membership List](#)

We wrapped up the meeting slightly early. A peek into the next meetings is listed below.

Future meeting topics:

- May:
 - Linh My Ta, Communication & Data Specialist student worker's presentation of a brochure related to the MFIE Report
 - Vote on new IEC Chair
 - Apply NWCCU Institutional Effectiveness Rubric for MFIE Report
 - June: Plan for next academic year's work
 - MFIE Report Writing Subcommittee presents summary recommendations & report
 - Annual Planning Workgroup presents summary recommendations
 - IEC members agree/do not agree to move recommendations forward
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- [IEC Charter](#), [IEC Bylaws](#), [IEC shared drive](#), [IEC website](#), [IE Rubric](#)
 - [IEC Subcommittees: Purpose and Scope of Work](#)
 - [IEC Members](#), [IEC Subcommittee Membership List](#), [IEC Member Attendance & Voting Record](#)
 - [NWCCU Standards](#), NWCCU [Institutional Effectiveness Rubric](#)
 - [Environmental Scan Report 2022](#), [Environmental Scan Project Plan 2022](#)
 - Portfolio Review related resources:
 - [Synopsis of Institution-Wide Portfolio Review](#), [Portfolio Review Ties to Strategic Plan](#)
 - [Subcommittee Notes](#), Draft criteria ([academic programs](#); [administrative programs/services](#))
 - [Sustainability Rubric for Programs and Services Rubric](#)
 - [Notes - Sustainability Rubric for Programs & Services](#)