

March 14, 2024, 3:00 - 3:50 PM, [Recording link](#)

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

Announcements

- The January meeting was canceled due to weather closure.
- The February meeting was canceled due to very low attendance (6).
- Notable news from council activities? None reported.
- [Hanover Research Trends in Higher Education Report 2024](#) is available.
- The Gallup survey will be sent to all employees in the near future.

Charter and Bylaws

There are no updates/changes to the [Charter](#) at this time. Shelley, the VP Academic Affairs, is also acting as the Associate Vice President Academic Affairs and Institutional Effectiveness. Therefore, both positions will continue to be listed on the charter.

We discussed the [suggested changes to the Bylaws \(unmarked copy of Bylaws\)](#). In the recent past, concerns have arisen over the restrictiveness of only being able to vote during meeting times (e.g. not electronically after the meeting) and challenges related to sufficient participation to get a quorum. We discussed the advantages and disadvantages of the bylaws as they are currently written and talked about other potential ways of doing business. The Chair recommended that an individual or small group propose new suggested changes to bylaws for members' consideration. Shelley volunteered to do this work.

We did not vote to change bylaws during the meeting.

MFI Scorecard Ratings

Cathy and Tammie provided members with an orientation to the MFI Scorecard rating process using the [MFI rubric](#). They provided a little history, an overview of why it's important and how it relates to mission fulfillment and the mission fulfillment report, terminology, etc. The MFI rubric was created because stakeholders were keenly interested in ensuring that a holistic rating process is used.

An example was used to demonstrate how a person would complete the task. They shared documents including the [ratings over time](#), and [instructions](#). Each MFI Scorecard is created in collaboration with stakeholders who are impacted by or will impact the indicator. These stakeholders also rate the Scorecards. In the April 11 meeting, we will discuss the ratings, focusing particularly on any that include divergent ratings. Once all ratings are submitted, Cathy will compile the info into one final rating and add it to the Scorecards.

Members were asked to rate all of the Scorecards by April 11 [using this form](#).

In the May 9 meeting, we will apply the [NWCCU Institutional Effectiveness Rubric](#).

The Scorecard ratings and the NWCCU Institutional Effectiveness Rubric are used in the [Mission Fulfillment and Institutional Effectiveness reports](#).

IEC Chair

Members were once again alerted to the fact that Tammie Stark has been in the Chair position for two terms and the position is available for those who are interested. (There are no term limits.) According to the IEC Charter the Chair must have prior experience in at least 3 of the membership requirements, listed below. This document outlines the DRAFT unapproved list of [Chair roles & responsibilities](#). To express your interest in the position, please contact Shelley Tinkham. Next month we will vote to appoint a new Chair.

- Accreditation
- Analytics and Data Science
- Assessment
- Process Improvement
- Data Governance
- Program Effectiveness
- Teaching and Learning

Academic Program Portfolio Review (Shelley)

Shelley provided a brief update of the process. The inaugural process is underway. Deans and faculty are working on it now and the deadline was extended to April 17, 2024. It is hoped that the process is thoughtful and proves useful. In the future it will be connected with the annual planning process. She acknowledged the potential discomfort that people may experience when talking about this type of a process and the challenges around comparing dissimilar programmatic offerings.

At this point the meeting concluded.

Annual Planning Workgroup (Workgroup Members)

This IEC workgroup is meeting weekly and working in smaller groups more frequently to complete the tasks laid out in the "[charge](#)" written by Shelley. Work is continuing on time and on task.

MFIE Report Writing Subcommittee (Nikki, Brandon, Tammie)

This work is continuing on time and on task. The work will wrap up at the end of next term.

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

Future meeting topics:

- March: Vote on new IEC Chair
- April: Apply NWCCU Institutional Effectiveness Rubric for MFIE Report
- May:
 - MFIE Report Writing Subcommittee presents summary recommendations & report

- Annual Planning Workgroup presents summary recommendations
 - IEC members agree/do not agree to move recommendations forward
- June: Plan for next academic year's work

- [IEC Charter](#), [IEC Bylaws](#), [IEC shared drive](#), [IEC website](#), [IE Rubric](#)
- [IEC Work Plan](#) (Smartsheet)
- [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](#)
 - [Sustainability Rubric for Programs and Services Rubric](#)
 - [Notes - Sustainability Rubric for Programs & Services](#)
 - Draft criteria ([academic programs](#); [administrative programs/services](#))