IEPI Advisory Committee
Committee Charter
January 26, 2015

I. Name: Institutional Effectiveness Partnership Initiative (IEPI) Advisory Committee

II. Primary Functions
A. Develop recommendations to the Executive Committee and Project Director through Advisory Workgroups on each of the following elements of the Institutional Effectiveness Partnership Initiative (IEPI):
   1. Framework of indicators of institutional effectiveness, to include the following statutory areas:
      a. Accreditation status
      b. Fiscal viability
      c. Student performance and outcomes
      d. Programmatic compliance with state and federal guidelines
   2. Technical assistance process
   3. Policies and procedures: Issues related to the improvement of institutional effectiveness
   4. Professional development: Topics, content outlines, and schedule of IEPI workshops and webinars; IEPI contributions to the online clearinghouse of resources
   5. Other IEPI elements as needed
B. Provide input to the Executive Committee and Project Director on other specified matters related to the IEPI, such as the following:
   1. Effective dissemination of information about the IEPI and the facilitation of institutional effectiveness
   2. Evaluation and improvement of the IEPI

III. Composition and Terms
A. Composition
   1. Chair: IEPI Project Director or IEPI Executive Committee Chair (Current members: Matthew Lee or Barry Gribbons)
   2. Chancellor, Santa Clarita Community College District (Current member: Dr. Dianne G. Van Hook)
   3. IEPI Executive Committee Members when available
   4. Vice Chancellor, Institutional Effectiveness, California Community Colleges Chancellor’s Office (Current member: Theresa Tena)
   5. Academic Senate of the California Community Colleges (ASCCC) appointees (8)
   6. Association of Chief Business Officials (ACBO) representatives
   7. Association of Chief Human Resource Officers (ACHRO) representative(s)
   8. Association of Community and Continuing Education (ACCE) representative
   9. California Community Colleges (CCCs) Classified Senate (4CS) representative(s)
   10. California Department of Finance representative
   11. CCC Association for Occupational Education (CCCAOE) representative
   12. CCC Council for Staff and Organizational Development (4CSD) representative(s)
   13. CCC Student Senate (CCCSS) representatives
   14. CCC Trustees (CCCT) representatives
   15. CCCs Chief Instructional Officers (CCCCIO) representatives
   16. CCCs Chief Student Services Administrators Association (CCCCSSAA) representatives
17. Chief Executive Officers of the CCCs (CEOCCC) representatives
18. Chief Information Systems Officer Association (CISOA) representative(s)
19. Community College Public Relations Organization (CCPRO) representatives
20. Foothill College representative
21. Research and Planning Group (RP Group) representatives
22. Student Success and Matriculation Professionals Association (SSMPA) representative(s)
23. Success Center for CCCs representative (Current member: Paul Steenhausen)
24. At-large representatives (Current member: Mojdeh Mehdizedeh)

B. Terms
1. Academic Senate appointees serve for the terms set by the Academic Senate.
2. The initial term of service of the rest of the Committee members continues through June 30, 2016; thereafter, the term of service is one year.
3. Members may serve multiple terms.

C. Resource Persons
1. The Advisory Committee may draw on the expertise of resource persons as well as members as particular needs arise. The Academic Senate will appoint faculty resource persons as needed.

IV. Advisory Workgroups
A. The Advisory Committee will be segmented into a small number of Workgroups to carry out the functions specified in Section II.A above.
B. Each IEPIAC member will serve on one Workgroup at any given time.
C. Based on expressions of interest by IEPIAC members and the need for appropriate functional and organizational representation, the IEPIAC Chair will assign each member to one Advisory Workgroup.
D. Each Workgroup will be chaired by a member of the IEPI Executive Committee, and the IEPIAC Chair will designate a co-chair (in consultation with the Academic Senate for faculty co-chairs).
E. The IEPIAC Chair will provide a written charge for each Workgroup.
F. Each Workgroup chair will report on the group’s progress at each meeting of the IEPIAC, commencing in February 2015, until its tasks are completed.
G. Each Workgroup should meet regularly and productively until its tasks are completed.
H. The IEPIAC Chair may establish, and solicit volunteers for, additional Workgroups as needed to facilitate IEPI progress.
I. Workgroups may draw on the expertise of resource persons as well as members as particular needs arise. The Academic Senate will appoint faculty resource persons as needed.

V. Quorum and Decision Model
A. Quorum will consist of those members present in Committee or Workgroup meetings.
B. The IEPIAC and each Workgroup will make recommendations based on consensus whenever possible.

VI. Meeting Schedule
A. The IEPIAC, as a whole or in Workgroups, will meet monthly from January through June 2015. Thereafter, the IEPIAC will meet approximately six times per year and the Workgroups will meet an additional six times per year, approximately. A certain amount of work between meetings will also be necessary, especially for the Workgroups.
B. The IEPIAC Chair will specify meeting dates and times through 2015.
C. Meetings will take place in Sacramento through June 2015, unless there is a compelling reason to move one or more elsewhere.

D. The IEPIAC will establish a regular schedule of meetings, including locations, by June of each year for the subsequent year.

E. Travel costs for members will be reimbursed.

VII. Chair and Member Responsibilities

A. The Advisory Committee Chair, and the Workgroup Chairs as applicable, are expected to do the following:
   1. Strive to ensure that Advisory Committee and Workgroup members find participating in the Initiative to be rewarding and satisfying, and to make meetings fun!
   2. Ensure that perspectives related to the Initiative from constituent organizations are heard and understood.
   3. Convene and chair meetings and keep members informed of the schedule.
   4. Facilitate development and observance of Committee ground rules.
   5. Develop agendas and other information and materials as needed, and distribute them to members in timely fashion.
   6. Facilitate progress by keeping the Committee or Workgroup on task, and ensuring that everyone gets the chance to be heard.
   7. Respond in timely fashion to information requests from members.
   8. Provide clerical and logistical support as appropriate.
   9. Ensure that a written record of the results of each meeting is maintained and distribute it in timely fashion to all members.
   10. Report regularly on Committee and Workgroup progress.
   11. Coordinate an annual review of the Committee’s effectiveness.

B. Members of the Institutional Effectiveness Partnership Initiative Advisory Committee are expected to do the following:
   1. Provide input into the Initiative by participating actively, to help ensure the project is successful in advancing institutional effectiveness across the system.
   2. Communicate effectively with constituent organizations: Inform them of progress, solicit their input, and convey their issues and concerns in meeting deliberations.
   3. Adopt the perspective appropriate for providing input on a statewide project in support of institutional effectiveness.
   4. Prepare for and attend each Committee and applicable Workgroup meeting.
   5. Respond in timely fashion to requests from Committee and Workgroup chairs for feedback, observations, suggestions, materials, information, or other items.
   6. Share ideas, notes, and materials with other members who request them.