

**Institutional Effectiveness Council
Meeting Minutes
February 20, 2014**

Present: Diana Ayers-Darling; Rosemary Mink; Mark Radlowski; Deanna Ferro-Aurience; Robert Huyck; Jim Sunderhaft; Janice Lester Bell; Belinda Alvarado

Excused: Duane Frymire; Norayne Rosero; Rosemary Spetka; Michael Adamo;

Recording secretary: Mark Radlowski

1. **Approval of Minutes:** The minutes of the 1/30/14 meeting were reviewed and revised. The CCSSE item regarding “Additional Questions” was removed and replaced with “**Program Code Sheet:** MVCC will create a local sheet to use in place of CCSSE’s program code sheet.” Deanna Ferro-Aurience made a motion to approve the minutes; Rosemary Mink seconded the motion. The minutes were unanimously approved with the correction.
2. **CCSSE and CCFSSSE:** M. Radlowski discussed the administration of the surveys and recruited members of the IEC to help with administering surveys to the selected classes. He reviewed the list of times of chosen courses and asked members present whether they would be willing to administer a CCSSE survey at the indicated time(s). The CCFSSSE link is expected to be sent to faculty on February 24th.
3. **Next Meeting:** The next meeting of the IEC will be held on March 27 at 3:00 in PH391.