

Responsible Party: R&D/PC Recommended Action Plan: To document completion of employee evaluations.

Responsible Party: CHRO Clint Dougherty.

3. Recommendations for Improvement: Evaluation of Professional Development Efforts

Recommended Action Plan: Create a mechanism to capture individual faculty/staff professional development via the deans to HR.

Responsible Party: EEO and Diversity Advisory Committee; Faculty Teaching and Learning Committee; Professional Development Committee; Academic Senate; deans.

- Discussion:
 - Members discuss how to address professional development efforts outside of the Professional Development Committee process and identifies the need for a mechanism to capture individual faculty/staff professional development activities.
 - Dean Price suggests adding a check box to the travel request and expense statement form to designate the travel for individual professional development.
 - The committee reviews the Professional Development Plan in BoardDocs and finds a proposed form for this purpose, the Individual Professional Development Activity Request Form.

4. Recommendations for Improvement: Communication with the Broader Community

Recommended Action Plan: Document all communications and channels used to deliver information to the broader community. Schedule regular town hall forums and faculty/staff forums on fifth Mondays.

Responsible Party: President's Office; Public Relations and Marketing Committee.

- Discussion:
 - Dean Drury suggests planning regular town halls in months where there is a fifth Monday, which occurs three to four times a year. These town halls could take place during campus hour where the President, Academic Services, and other areas could provide updates.
 - Members note that currently planned updates are provided only during convocation.
 - Co-Chair Patterson concurs that if the college holds regular town hall meetings every fifth Monday, it will help to build awareness into the community that they can find out information about IVC on a regular basis.

5. Recommendations for Improvement: "A More Robust SLO Process"

Recommended Action Plan:

Responsible Party:

- Discussion:

Dean Drury notes the new SLO assessment form does not reflect linkages from SLO discussion and