**UMPQUA COMMUNITY COLLEGE**

**[Committee/Team Name] MEETING MINUTES/NOTES**

**[Date and Time], [Location/Zoom]**

**Attendance: (Note: Insert all member names; mark attendance next to names; include guest names)**

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**Agenda Items**

(NOTE: List agenda items and provide major points of discussion and plans for action; organize according to what your group prefers: approval of minutes/notes, old business, new business, informational items, action items, discussion items, standing items, program accreditation, personnel, good of the order, etc.; **be sure to include as a standing item a discussion of institutional effectiveness/NWCCU accreditation**)

1.
2.
3.

**4.**

**Items of Significant Action Related to Institutional Effectiveness**

(Be sure to document your discussion of progress made on items related to NWCCU accreditation, CLO, PLO, ULO, student learning or achievement, operational and/or tactical plans, evidence being gathered, next steps, responsible person(s), and connection to the [IE Rubric](https://www.umpqua.edu/images/resources-services/committees-taskforces/institutional-effectiveness/UCC_IE_Rubric.pdf); use the discussion guide provided by the IE Committee. Add/revise cells for program or course goals etc., as you see fit, with an awareness of how these will funnel into IE)

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| **Action Item** | **Timeline** | **Task Owner** | **Evidence** | [IE Rubric](https://www.umpqua.edu/images/resources-services/committees-taskforces/institutional-effectiveness/UCC_IE_Rubric.pdf) **Criteria** |
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