



**Institutional Effectiveness Committee
Minutes
February 21, 2018 | 3 - 4:30 pm | 3160J**

Committee Description:

The Institutional Effectiveness Committee will:

- Create and supervise assessment of the institutional planning process.
- Update (make recommendations) to the IPPR template
- Administer the institutional assessment tools.
- Conduct research, and implement improvements in the planning process.
- Identify the tools for the assessment of institutional effectiveness.
- Evaluate the results of the assessment of IEOs and make recommendations accordingly, to improve institutional planning processes and update master plans using the Accrediting Commission for Community and Junior colleges rubrics for institutional effectiveness.
- Implement improvements to institutional planning and/or modifications to the assessment tools.
- Administer the institutional assessment of IEOs for a continued ongoing cycle of assessment and improvement.

Committee members:

x	Ryan Cartnal, Dean of Academic Affairs (co-chair)
A	Jason Curtis, Dean of Academic Affairs (Liaison to Cabinet)
x	Bill Demarest, Sciences and Mathematics faculty (co-chair)
x	Aimee La Rue, Institutional Research analyst
x	Canguo Liu, Arts, Humanities and Social Sciences faculty
x	Catherine Riedstra, Dean of Student Services
	Open, WED faculty
	Open, ASCC representative
x	Recorder: Monica Fiscalini

2017-2018 Committee Initiatives:

Initiative #	ACCJC Standard(s)	Strategic Plan	
1			Evaluate and update committee description and composition.
2			Collaborate with Planning and Budget to develop and implement an assessment tool to measure how institutional priorities were met via funding sources.
3			Engage in activities to increase the relevance of the IEC in the campus community.
4			Monitor progress on the institution- and program-level standards of achievement.
5			a) Follow the timeline in the <u>Integrated Planning Manual</u> 2017: Collaborate with the Strategic Planning Committee in Spring 2018 on analyzing, editing and reviewing materials for the annual progress report. (Page 31, online manual.) b) Research a way to effectively satisfy the prompt in the <u>Integrated Planning Manual</u> 2017 related to analyzing the student learning outcomes sections of the periodic comprehensive reviews. (Page 22, online manual.)

AGENDA ITEMS	WHO	TIME	INTENT	NOTES
1. Approval of agenda	All	5 min.	A	Bill first; Aimee second – Approved with addition of “co-chair” after Bill’s name.
2. Approval of minutes from Nov. 15, 2017	All	5 min.	A	Bill first; Ryan second – Approved
BUSINESS ITEMS				
(1) Development of a tool to assess the resource allocation process and the degree to which Planning and Budget-funded items reflect institutional priorities as delineated in the Strategic Plan; review the Strategic Plan annual progress report template (Initiative 2, 5a)	All	20 min.	A	Bill is on IEC and Planning and Budget. Initiative 2 was requested by P&B. Resource Allocation is done following rubric and ranking by P&B and given to President. The President doesn’t always follow the list in order. Decisions are made outside of the rubric and the order of the list. President has agreed to tie his decision to institutional priorities and provide a written explanation. Has also funded outside of the list. President has right to prioritize from bottom to the top but would like a narrative assessment for: <ul style="list-style-type: none"> • Not following order of list • Funding outside the list

			<p>P&B subcommittee will be re-evaluating the rubric.</p> <p>Can address resource allocation in the Strategic Plan progress report.</p> <p>The assessment:</p> <ul style="list-style-type: none"> • Strategic Plan portion • Response from president – add a column to the existing P&B funding results form that summarizes how resource allocation choices made by the president support institutional priorities. <p>Canguo suggested clickable boxes to streamline some of the answers and then leaving a text box for comments. Did funding support this objective? 1-5.</p> <p>Catherine suggested assessing just general-fund funded items.</p> <p>Accreditation team will be looking to make sure that spending is tied to Strategic Plan.</p>
<p>(2) Review and solidify the college’s chosen institutional set standards and stretch goals (Initiative 4)</p>	<p>All</p>	<p>20 min.</p>	<p>Standards of Achievement 2017</p> <p>At time of last meeting, ACCJC had asked that standards match those on the federal scorecard ACCJC has backed off that request. Financial aid, Pell Grants, debt, etc. don’t need to be addressed, per ACCJC.</p> <p>Agreed last time to try 2 percent over three years as a stretch goal.</p> <p>Aimee showed the draft.</p> <p>Bill suggested looking ahead</p> <p>Blue is current standard. Green is the stretch goal.</p> <p>Check in annually to determine whether to modify the goal.</p> <p>Catherine, first, Ryan, second; approved.</p>

				Aimee will provide a brief explanation.
(3) Discuss options for meta-analysis of program reviews and, specifically, student learning outcomes shared themes (Initiative 5b)	All	20 min.		<p>Student learning outcomes are tied to resource allocation.</p> <p>Ryan, Aimee, Bill and Sally read CPPRs to look for themes related to SLOs. Not manageable and need rubric.</p> <p>For example: is there a resource element tied to tutors? Yes. Might not see that theme unless looking holistically at the IPPR documents.</p> <p>Hoping that CPAS discussions are being kept in Division drives. Academic Senate eliminated CPAS document.</p> <p>Would like to help redo IPPR forms.</p> <p>Table further discussion until next meeting.</p>
(4) Review the most recent draft of the ACCJC Annual Report Template	All	20 min.		<p>https://accjc.org/college-reports-to-accjc/</p> <p>Tabled to next meeting.</p>
INFORMATION ITEMS				
IEC Committee Mid-Year Report				
STANDING REPORTS				
FUTURE AGENDA ITEMS				

Next Meeting: March 21, 2018 | 3 pm | 3160J