



**Institutional Effectiveness Committee
Minutes
Sept. 19, 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:

<input checked="" type="checkbox"/>	Ryan Cartnal, Dean of Academic Affairs (co-chair)
<input checked="" type="checkbox"/>	Madeline Medeiros, Dean of Academic Affairs (Liaison to Cabinet)
<input checked="" type="checkbox"/>	Bill Demarest, Sciences and Mathematics faculty
<input checked="" type="checkbox"/>	Aimee La Rue, Institutional Research analyst
<input checked="" type="checkbox"/>	Catherine Riedstra, Dean of Student Services
<input type="checkbox"/>	Open, Arts, Humanities and Social Sciences faculty
<input type="checkbox"/>	Open, WED faculty
<input type="checkbox"/>	Open, ASCC representative
<input checked="" type="checkbox"/>	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	Approved: Bill, 1 st ; Aimee, 2 nd
2. Approval of minutes from April 18, 2018	All	5 min.	A	Approved: Ryan, 1 st ; Bill, 2 nd
BUSINESS ITEMS				
1. Choose faculty co-chair	All	10 min.	A	Bill cannot co-chair as he is co-chair of Planning & Budget. Table until more faculty on committee. Stacy Millich is reaching out in Academic Senate. Discussion about reaching out to former members Roland Finger and Sally Demarest. Bill will mention need for faculty members in Math division meeting on Sept. 20.
2. Update committee initiatives for 2018-2019	All	30 min.	A	2017-2018 end of year report Continue Initiative #1 <i>Evaluate and update committee description and composition.</i> Revise Initiative #2 <i>Implement the processes outlined in the assessment tool to measure how institutional priorities were met via funding sources.</i>

			<p>Note: Prompt about resource allocation was in the strategic plan status report but not in the progress report.</p> <p>Continue Initiative #3 <i>Engage in activities to increase the relevance of the IEC in the campus community.</i></p> <p>Continue Initiative #4. <i>Monitor progress on the institution- and program-level standards of achievement.</i></p> <p>Revise Initiative #5 <i>Follow the timeline in the Integrated Planning Manual 2017 regarding the Planning and Decision-Making Processes Assessment Report to be prepared in Spring 2019 in collaboration with Planning and Budget. (Page 34, online manual.)</i></p> <p>(This proposed initiative was added after the meeting at the request of Ryan Cartnal.)</p> <p>New Initiative #6 <i>Administer the CCCSE in Spring 2019</i></p> <p>New Initiative #7 <i>Focus on Accreditation Steering Committee assignments (Standards IB.1, IB.2, IB.5, IB.6, IB.8, IIA.11) and evidence gathering.</i></p> <p>Finesse wording and vote at Oct. 17 meeting.</p> <p>Note about 2017-2018 Initiative #5(b): Since SLOs are no longer in the CPPRs the IEC will meet with IPPR Committee and SLOA coordinators to make sure there is comprehensive analysis. The question will be how to consolidate the information into a report and analyze it. SLOA and IPPR members will have to be the compiler of the report.</p>
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3. Accreditation work on Standard IB and II.A.11	All	30 min.	D	Assignment for IEC from Accreditation Steering Committee Standard I Institutional Self Evaluation Report Template Strategize about accreditation homework at Oct. 17 meeting. IEC can share feedback with steering committee co-chairs who can then pass it on to Standards teams co-chairs.
4. Vote on Assessment Tool to Measure How Institutional Priorities Were Met Via Funding Sources	All	10 min.	D, A	In collaboration with the Planning and Budget Committee (P&B), the Institutional Effectiveness Committee (IEC) has developed the following Assessment Tool to measure how Cuesta College's institutional priorities were met via general fund sources. P&B has accepted and approved the tool. Unknown whether Dr. Stearns plans to continue using the President's Funding Priorities Memo. Ryan will follow up with President's Office to ensure recommendation has been received. Motion to approve the assessment tool and close out 2017-2018 Initiative 2. Ryan, 1 st ; Bill, 2 nd .
INFORMATION ITEMS				
STANDING REPORTS				
FUTURE AGENDA ITEMS				

Next Meeting: Oct. 17, 2018 | 3 pm | 3160J