



**Institutional Effectiveness Committee
Minutes
February 20, 2019 | 3 to 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:

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

2018-2019 Committee Initiatives:

Initiative #	ACCJC Standard(s)	Strategic Plan	
1			Evaluate and update committee description and composition.
2			Implement the processes outlined in the 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			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.)
6			Administer the CCSSE in Spring 2019.
7			Provide feedback on and evidence for Accreditation Steering Committee assignments (Standards IB.1, IB.2, IB.5, IB.6, IB.8, IIA.11) and evidence gathering .

AGENDA ITEMS	WHO	TIME	INTENT	NOTES
1. Approval of agenda	All	5 min.	A	Approved: Aimee 1 st , Ryan 2 nd
2. Approval of Nov. 26, 2018 minutes	All	5 min.	A	Approved: Madeline 1 st , Bill 2 nd
BUSINESS ITEMS				
INFORMATION ITEMS				
1. Joint meeting with Planning and Budget				<p>Re: Initiative 5</p> <p>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.)</p> <p>Co-chairs from IEC and P&B recommend eliminating a joint meeting to select task force members and going straight to selecting task force members.</p> <p>P&B voted on revised timeline and process language.</p>

			<p>Task force members: Bill Demarest, Dan Troy, Hunter Perry, Deb Wulff, Aimee LaRue and Sally Demarest. Catherine Riedstra will join Feb. 27. Madeline Medeiros will join March 13.</p> <p>Dates:</p> <ul style="list-style-type: none"> • Feb. 27 -- task force meets to review assessment survey • Feb 28 to March 8 – Research administers survey • March 13 – task force meets to review survey results and draft the report • March 14 – task force gives report to P&B • March 19 -- IEC and P&B meets jointly to review the report • April -- ASC and College Council reviews report • May – President reviews report <p>Bill will send invites for Feb. 27 and March 13 meetings. Try for 3160J. He will forward March 19 invite.</p> <p>Others can offer feedback about survey, too, and forward to Aimee and copy everyone.</p> <p>The survey also alerts committee members to the fact that they should be aware of the processes.</p> <p>Task force can make recommendation in the report to formalize the process for reviewing and updating the integrated planning manual. Want groups to have input before work is done over the summer in Academic Affairs.</p>
2. CCSSE Update			<p>58 sections have been chosen for the next Community College Survey of Student Engagement to be administered April 15-26. Will also include Guided Pathways and Campus Climate questions.</p> <p>Will over sample in South County and North County. Average class takes 50 minutes. No DE, non credit, dual enrollment or prison.</p> <p>Memo will come from President’s office that CCSSE is coming. Faculty will be notified.</p>

				<p>Bill: Can you opt in so that both of your sections are sampled? Aimee: Yes, that would count as oversampling.</p> <p>Have to hire 5-7 people. Students would have to be fingerprinted and TB tested. Staff can get overtime pay and take off during the day if necessary and stay late. Staff may be limited to 15 to 20 hours. Embedded tutors have already been fingerprinted and TB'd.</p> <p>Administered every three years. IEC gets results in July and makes recommendations and commendations.</p> <p>Discussion about ways to get buy in and present results. Maybe Spring Opening Day. Share how data will be incorporated.</p>
3. Accreditation Evidence Update				<p>Aimee and Ryan reported to Accreditation Steering Committee that the IEC is doing the work asked of them -- evidence gathering and identifying gaps.</p> <p>Aimee needs evidence from Bill, Sally and Catherine and will follow up.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Evidence of assessing a SLO and making a change • Evidence of analyzing data and affecting resource allocation, such as a completed rubric that shows something that was funded from general fund
4. Resource Allocation Assessment Tool Follow-up				IEC co-chairs may want to send P&B co-chairs a request for the President's report with the recommended fifth column for justification for moving an item and the recommended extra row for other items.
STANDING REPORTS				
FUTURE AGENDA ITEMS				<p>Standards of Achievement</p> <ul style="list-style-type: none"> • Need to show in the accreditation report that the Standards of Achievement are discussed by IEC on an annual basis. Has been February. • ACCJC requires using the same standards as the Feds. Can add to the standards but not streamline.

				<ul style="list-style-type: none">• Ryan shared Coastline College's robust standards in its accreditation report.• Aimee will send ACCJC's requirements for the standards of achievement.

Next Meeting: March 20, 2019 | 3 pm | 3160J