

Institutional Effectiveness Advisory Committee

The Institutional Effectiveness Advisory Committee (IEAC) aids in the districtwide integration of institutional planning, resource allocation, program review, and the technology strategic plan. We support student success by:

- Supporting the colleges' Institutional Effectiveness processes.
- Supporting the accreditation processes at the colleges and ensuring that the related accreditation district entities (e.g., HR, Business Services, TESS) are meeting accreditation requirements.
- Providing program review support by reviewing program assessment results in light of District Support Operations (DSO) strategic goals to recommend institutional priorities for inclusion into integrated planning and resource allocation.
- Ensuring that the colleges Educational Master Plans inform the development of the DSO Strategic Plan.
- Developing and monitoring implementation of the DSO Strategic Plan, ensuring that the District Strategic Plans (i.e., HR and TESS) align with the DSO Plan.
- Ensuring the development of mechanisms to assess progress on major district plans (i.e., HR and TESS) and providing an annual report that can be used in the formulation of recommendations to Chancellor's Council.
- Facilitating communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.
- Developing mechanisms (e.g., self-surveys and rubrics) to assess effectiveness of district-level committees and make recommendations to Chancellor's Council.
- Participating in deliberations related to the development of the annual academic calendar.

Charge

4th Thursday, 10:00 a.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all IEAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Meetings

Membership

- VC, Educational and Student Support Services
- District Director Research, Planning & Institutional Effectiveness
- Chief Technology Officer
- Dean of Institutional Effectiveness, Research, and Planning, CHC & SBVC
- Human Resources Representative (*appointed by VC HR*)
- Faculty, CHC & SBVC (*appointed by Academic Senate Presidents*)
- Management, CHC & SBVC (*Accreditation Liaison Officer. appointed by college president*)
- Management (*appointed by Management Association*)
- Accreditation Committee Chair, CHC & SBVC
- Classified, CHC & SBVC (*appointed by Classified Senate Presidents*)
- Professional Development Coordinator or designee, CHC & SBVC
- Confidential Group (*by position, EA Office of the Chancellor*)
- CSEA Representative, CHC, SBVC, DSO (*appointed by CSEA*)
- CTA (*appointed by CTA*)
- Black Faculty & Staff Association (*appointed by BFSA President*)
- Latino Faculty, Staff, & Administrators Association (*appointed by LFSAA President*)
- Associated Student Government President or designee, CHC & SBVC
- Asian and Pacific Islander Association (*appointed by APIA President*)
- Police Officer Association (*appointed by POA President*)

Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any IEAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the IEAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

- **50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and**
- **Two members from each site (CHC, SBVC, and DSO members), and**
- **At least one faculty member from CHC, and**
- **At least one faculty member from SBVC, and**
- **Three out of the four Constituent Groups represented (students, classified, faculty, management).**

Quorum

Subcommittees/task force/workgroup's quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit and submit those adjustments to Chancellor's Council.

Advisory Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

Although students are not part of quorum, their participation is vital, and we will continue looking into how we can help support and keep them involved and investigate issues of equity that is causing them not to be able to participate on district and campus level events. We will also investigate issues of equity for other constituencies that may be missing.

