



Districtwide Institutional Effectiveness Committee Minutes	Meeting Date	September 27, 2018
	Meeting Time	10:00 a.m.
	Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present			
Jeremiah Gilbert (Chair, SBCCD)	Jose Torres (SBCCD)	Paul Bratulin (SBVC)	Donna Hoffman (CHC)
Christie Gabriel (SBVC)	Christopher Crew (SBCCD)	Richard Galope (SBCCD)	Rebecca Warren-Marlatt (CHC)
Celia Huston (CHC)	Stacy Garcia (SBCCD)	Dr. James Smith (SBVC)	Dr. Giovanni Sosa (CHC)
Heather Ford (recorder)			

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order	Call to order at 10:07 a.m. by J. Gilbert (Chair)	
II. Review of Minutes	Review and approval of meeting minutes dated 08-23-2018	Action Item - Minutes Approval Motion – C. Huston Seconded – J. Smith Unanimous Approval Abstained – C. Gabriel, D. Hoffman
III. Update on 2017-18 District Strategic Plan Objective and Targets	<p>J. Gilbert reviewed and discussed the 2017-22 District Strategic Plan objectives with targets and extending target dates to 2022. Subcommittee will meet to revise and bring back to the committee.</p> <p>J. Gilbert reported BOT President is encouraging a new strategic plan. J. Smith said if we are going to create a new district plan, it will need to go beyond this committee. J. Gilbert reported district goals need to be tied to campuses.</p>	
IV. District Plan and Online Locations	J. Gilbert reported the district should have a draft District Staffing Plan by March 2019 and that he is trying to locate all district plans and where they are online J. Torres recommended centralizing all the plans on one page on the district’s website. There was discussion about consolidate some of the plans but there should be no rush to consolidate prior to the accreditation report. The committee discussed verifying that there are not objectives that are in opposition to each other. R. Warren-Marlatt suggested to create an alignment grid or a snapshot at the goal level.	
V. SBCCD Function Mapping	A template with the new standards has been created and the colleges will now work to complete the mapping.	
VI. Mapping of Accreditation Standards to District Committees	<p>J. Gilbert reviewed and reported he met with the EEO-Standards IIIA; District Assembly – Catalog Requirements; Budget – Standards IIID and IVD; and will meet with TESS (Standards IIIC, IIID, and IVD) and Institution Effectiveness (Standards IB and IVD) for mapping of Accreditation Standards to District Committees.</p> <p>J. Gilbert reviewed the new ACCJC’s Guide to Institutional Self-Evaluation, Improvement, and Peer Review (Sept. 2018 Edition). J. Gilbert asked the committee to review the ACCJC Accreditation Standards IB and IVD with the possible sources of evidence to see what is present and what we are missing. Minutes, charges, agendas, etc. IVD is tasked to all committees. J. Gilbert will be asking for Chancellor’s Cabinet’s assistance/recommendations as well.</p> <p>The committee discussed Chancellor’s Cabinet notes/minutes can be used as evidence.</p>	

	Find the evidence now and recognize the gaps. C. Huston recommended having a database that can search by subject heading and specific parameters to look for evidence. J. Smith suggested possibly tagging documents.	
VI. Other/Future Agenda Items	Researchers meeting in October – working on objectives with targets. J. Gilbert was asked by President Williams to meet with a consultant to assist with strategic planning. There was discussion not to hire a consultant which can fund a permanent staff position.	
VIII. Next Steps	Next Meeting: October 25, 2018 10:00 a.m.	
XI. Adjournment	Meeting adjourned at 11:01 a.m.	

Respectfully submitted,

Heather Ford
Executive Administrative Assistant
Office of the Chancellor
San Bernardino Community College District