



Districtwide Institutional Effectiveness Committee Minutes	Meeting Date	October 25, 2018
	Meeting Time	10:00 a.m.
	Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair, SBCCD)	Johnathon Townsend (CHC, CSEA)	Paul Bratulin (SBVC)	Dr. James Smith (SBVC)
Celia Huston (CHC)	Christopher Crew (SBCCD)	Richard Galope (SBCCD)	Heather Ford (recorder)

Agenda Items	Discussion	Action Items/Tasks
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I. Call to Order	Call to order at 10:10 a.m. by J. Gilbert (Chair)	
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II. Review of Minutes	Review and approval of meeting minutes dated 09-27-2018	Action Item - Minutes Approval Motion - C. Huston Seconded - P. Bratulin Unanimous Approval
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III. Mapping of Accreditation Standards to District Committees – Gathering Evidence	<p>J. Gilbert reviewed and discussed he met with the District committees. AP3720 states no prohibited language to use outside collaborated source (Dropbox, Google Drive, etc.). J. Gilbert consulted with TESS, and the preference is to use a District supported source (Microsoft, OneDrive).</p> <p>J. Smith, we have numerous amounts of evidence. C. Huston recommended moving it to OneDrive for committees to work on it. J. Gilbert, most items are on the district website. P. Bratulin recommended not moving items out of DropBox because a user is unable to move multiple files at once, has to be moved individually. J. Gilbert recommended any new documents will be placed in OneDrive but will not move old files as of now.</p> <p>There were discussions on accreditation site visits. C. Huston reported the accreditation new template is available. The report should be around 150 pages, last time our report was approximately 400 pages.</p>	
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IV. Update 2017-22 District Strategic Plan Objectives w/ Targets	<p>J. Gilbert reported there are a couple issues that are causing a delay. On a few items, it is almost impossible to write targets. J. Gilbert revised and captured targets. The Student Success Score Card and Student Success.</p> <p>Simplified metrics which include 7 state initiatives that includes 19 metrics. These changes are happening with the changes in Student Success. The objectives with targets are on hold to review how the simplified metrics play out.</p>	
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V. Vision for Success Goals Integration	<p>J. Gilbert reported he received an email from the State Chancellor’s Office clarifying there is not report due in January 2019. The only requirement due by January 2018 is the college districts integrate the Vision for Success goals. J. Gilbert mapped the Vision for Success Goals with the District Strategic Plan Goals/Objectives.</p> <p>December 15, 2018 – District must certify to the State Chancellor’s Office that a process is underway to set measurable, aligned goals.</p> <p>May 31, 2019 – District boards must adopt goals and submit them to the State Chancellor’s Office. This will be done using the Local Goals Reporting Form that will be available Fall 2018 and must be signed by Board President, CEO, and Academic Senate President.</p>	
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	<p>J. Gilbert reviewed his draft timeline of meeting the State Chancellor's Office deadlines.</p> <p>November – December 2018 – Review of baseline data December 15, 2018 – Certify to State Chancellor's Office that a goal-setting process is underway. January 2019 – Review of existing plans and priorities February – April 2019 – Setting Goals and board approval May 31, 2018 – Reporting local goals to State Chancellor's Office</p> <p>J. Smith reported attaining accurate data as the researchers find substantially different data than TESS. He also reported some district goals and objectives might have to change to be aligned with statewide goals and objectives.</p>	
<p>VI. BP 1200 (District Mission Statement)</p>	<p>J. Gilbert reviewed BP1200. On the website, there is an additional sentence added to SBCCD's mission statement that is not actually in BP 1200. In addition, the mission statement does not mention the colleges. J. Gilbert reported 7 out of 22 districts name their colleges in their mission statements. The committee reviewed and discussed proposed mission statement revisions. The first proposed statement came from Chancellor's Cabinet. The second proposed mission statement was discussed by the committee.</p> <p>P. Bratulin recommended ..."providing to the students and the communities WE serve..." J. Townsend suggested for clarity, revise to - This is achieved through supporting our two colleges and public broadcast system to the students and communities we serve by providing high quality, effective and accountable instructional programs and services.</p> <p>C. Huston recommended taking the draft to District Assembly Executive Committee next week. J. Gilbert is taking to Board Policy Committee meeting 10/26/2018. Then to go to Classified Senates and/or District Assembly.</p> <p>S. Nikac to revise AP.</p>	
<p>VI. Other/Future Agenda Items</p>	<p>J. Gilbert reported the position he as interim is open for hiring. Should he not be successful in attainment the position, someone else will be chairing this committee.</p> <p>C. Huston recommended having a co-chair elected by the committee body. J. Gilbert to look into and possibly have it on the next agenda.</p>	
<p>VIII. Next Steps</p>	<p>Next Meeting: January 24, 2019 10:00 a.m.</p>	
<p>XI. Adjournment</p>	<p>Meeting adjourned at 11:33 a.m.</p>	

Respectfully submitted,

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