



Districtwide Institutional Effectiveness Committee Minutes

Meeting Date	February 28, 2019
Meeting Time	10:00 a.m.
Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair, SBCCD)	Jonathan Townsend (CHC, CSEA)	Donna Hoffman (CHC)	Dr. James Smith (SBVC)
Jose Torres (SBCCD)	Christopher Crew (SBCCD)	Keith Wurtz (CHC)	Heather Ford (recorder)

Agenda Items	Discussion	Action Items/Tasks
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I. Call to Order	Call to order at 10:08 a.m. by J. Gilbert (Chair)	
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II. Review of Minutes	Review and approval of meeting minutes dated 10-25-2018	Action Item - Minutes Approval Approved by consensus
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III. Committee Co-Chair	J. Gilbert suggested that the committee elect a co-chair the first Fall meeting each academic year.	
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IV. Updates	<p><i>A. Accreditation</i> - K. Wurtz reported CHC are gathering evidence and filling in the gaps currently. Then getting it out for feedback next year. J. Smith reported SBVC has sub committees who are gathering information and will be scheduling meetings to define. C. Houston will be putting all the information into a single voice and then hire an editor. J. Gilbert is organizing district processes. J. Gilbert created and sent to the campuses a mapping template to use.</p> <p><i>B. Vision for Success Goals Integration</i> – J. Gilbert reported final State Chancellor deadline for the district to adopt goals that are board approved is May 31. Needs to be board approved and will go to BOTs meeting in April 11. J. Gilbert just got access to the State data/metrics which is inconsistent.</p> <p><i>C. District Strategic Plan Goals with Targets</i> – J. Gilbert reported at least five need to be revised. The Scorecard will be replaced with metrics. The Student Success metrics is to be deployed in May. K. Wurtz reported most of the data is around the Scorecard measures.</p>	
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V. Board Annual Planning Engagement Calendar	J. Gilbert reported this was scheduled for January board meeting but was cancelled due to change in CHC leadership. K. Wurtz commented this is too much into the weeds for the board. He recommended giving only an update when needed. The committee agreed to not use the calendar and only give updates to the BOT when requested.	
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VI. District Employee Climate Survey 2018-19	<p><i>A. Demographic and Inclusiveness & Satisfaction Questions Review</i> - The committee recommended changing KVCR to Empire Network – KVCR. J. Torres recommend changing the way <u>some</u> of the questions are asked. K. Wurtz recommended each department should have the opportunity to review the questions prior to publishing and let the departments know what these questions will be used for. J. Gilbert will send the survey questions to the departments for review.</p> <p><i>B. Service Area Questions Review Input</i> -</p>	
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	<i>C. Who sends the Survey? - Past years, the survey was sent from Chancellor Baron. J. Gilbert recommended the survey actually comes from Qualtrics for measurement efficiency. Prior to that have Chancellor Baron send an email from Chancellor Baron indicating the survey purpose and that it will be deployed separately this year.</i>	
VI. Other/Future Agenda Items		
VIII. Next Steps	Next Meeting: March 28, 2019 10:00 a.m.	
XI. Adjournment	Meeting adjourned at 10:50 a.m.	

Respectfully submitted,

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