




## Districtwide Institutional Effectiveness Committee (DIEC)

2/28/2019, 10:00 a.m., Board Room – Meeting Agenda

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- I. Call to Order
  
- II. Review of October 25 Minutes
  
- III. Election of Committee Co-chair
  
- IV. Updates
  - a. Accreditation
  - b. Vision for Success Goals Integration
  - c. District Strategic Plan Goals with Targets
  
- V. Board Annual Planning Engagement Calendar
  
- VI. District Employee Climate Survey 2018-19
  - a. Demographic and Inclusiveness & Satisfaction Questions Review
  - b. Service Area Questions Review Input
  - c. Who sends the survey?
  
- VII. Other/Future Agenda Items
  
- VIII. Next Scheduled Meeting: March 28, 2019 at 10am
  
- IX. Adjournment

	<b>Districtwide Institutional Effectiveness Committee Minutes</b>		Meeting Date	October 25, 2018
			Meeting Time	10:00 a.m.
			Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino
<b>Members Present</b>				
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)	
<b>Agenda Items</b>	<b>Discussion</b>		<b>Action Items/Tasks</b>	
I. Call to Order	Call to order at 10:10 a.m. by J. Gilbert (Chair)			
II. Review of Minutes	Review and approval of meeting minutes dated 09-27-2018		<b>Action Item - Minutes Approval</b> <b>Motion - C. Huston</b> <b>Seconded - P. Bratulin</b> <b>Unanimous Approval</b>	
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>			
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>			
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>			

	<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

# Board Annual Planning Engagement Calendar

July	No Meetings					
August	No Meetings					
September	Board Study Session on District Program Review and Progress on District Support Services Strategic Plan					
October	Board updates via Board Student Success and Board Budget Committee					
November	Board updates via Board Student Success and Board Budget Committee					
December	No Meetings					
January	Board Study Session on progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation	Board updates via Board Student Success and Board Budget Committee	Board updates via Board Student Success and Board Budget Committee	Board updates via Board Student Success and Board Budget Committee	Board updates via Board Student Success and Board Budget Committee	Board Study Session on Colleges' Program Review and Progress on Educational Master Plans
February						
March						
April						
May						
June	Board Annual Planning Retreat inclusive of presentation on accomplishments, opportunities and challenges in working towards EMPs, DSSSP, and Accreditation. Board presented with prioritized policy/resource needs to be used in Board Planning					

# San Bernardino Community College District (SBCCD) 2017-18

## District Employee Climate Survey

Dear Faculty, Staff, and Administrators,

Please help San Bernardino Community College District plan for the future. We are collecting data to help examine how well we are providing services to employees district wide. The survey takes approximately 15 minutes to complete. All of your responses are anonymous and answering each question is optional. If you have any questions about the survey, please contact Dr. Jeremiah Gilbert, Interim Executive Director of Research, Planning and Institutional Effectiveness, at (909) 387-1680.

# DEMOGRAPHICS 1

1. What is your primary function in the San Bernardino Community College District?

- Manager/Administrator
- Classified Staff
- Confidential Staff
- Full-Time Faculty
- Part-Time Faculty
- Board of Trustees Member

2. At which location are you primarily assigned?

- Crafton Hills College
- San Bernardino Valley College
- District Central Services (including TESS, EDCT, KVCR and ATTC)

3. How many years have you been employed in the San Bernardino Community College District? (Please round to the nearest year.)

- 2 years or less
- 3-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21 or more years

4. How many District/College collegial consultation committees did you serve on during the 2017 – 2018 academic year? (Count only those groups that have voting or consensus members representing more than one constituency.)

- None
- 1
- 2
- 3
- 4
- 5
- 6
- 7 or more

## INCLUSIVENESS & SATISFACTION

5. Please indicate the extent to which you agree or disagree with the following statements about inclusiveness at the district level (i.e. taking proactive steps to assure everyone has the opportunity to be involved and each person's input is equally valued):

- Communication across the District is timely and accurate
- I know where to find District collegial consultation committee agendas and minutes
- If I need information about the District, I know where to find it
- The District's procedures & practices clearly demonstrate commitment to issues of employee equity & diversity
- I am personally treated with respect in this District
- The District community is equally supportive of all genders
- The District community is equally supportive of all racial/ethnic groups
- The District community is equally supportive of all sexual-orientations
- Overall, I am satisfied with the level of inclusiveness in the District

6. If you have any suggestions to improve inclusiveness at the District, please state them here:

7. Overall, what is your satisfaction level toward the services (e.g., HR, TESS, KVCR, etc.) provided by the District Central Services?

# POLICE

8. Did you have contact with the District Police Department during academic year 2017-18?

- Yes (to question 9)
- No (to question 10)

9. Please indicate the extent to which you agree or disagree with the following statements about the District Police Department.

- Police/security are available when I am involved in a safety or crime-related incident
- Overall, the SBCCD Police Department is helpful
- Police/security respond in a timely fashion to safety and police emergencies
- The District Police Department is professional during their daily contacts
- Overall, I am satisfied with the service provided by the District Police Department

10. If you have any suggestions to improve the District Police Department, please state them here:

# KVCR

11. Did you have contact with KVCR during academic year 2017-18?

- Yes (to question 12)
- No (to question 13)

12. Please indicate the extent to which you agree or disagree with the following statements about KVCR.

- I am satisfied with the process for sending press releases to KVCR about my departments activities and events
- I appreciate the email offers KVCR sends to all employees including faculty and staff for discounted tickets to concerts and events
- I am satisfied with the tours provided by KVCR for student orientation groups, business chambers, school groups, and scouting organizations
- Overall, KVCR is a valuable asset to the San Bernardino Community College District

13. If you have any suggestions to improve KVCR (e.g., what services could/should be offered), please state them here:

# EDCT

14. Did you have contact with Economic Development & Corporate Training (EDCT) during academic year 2017-18?

- Yes (to question 15)
- No (to question 16)

15. Please indicate the extent to which you agree or disagree with the following statements about EDCT.

- EDCT is a vital resource that provides customized and short-term job training solutions to the regional work force
- The community and business partnerships created by EDCT are valuable to the San Bernardino Community College District
- Overall, I am satisfied with the service provided by EDCT

16. If you have any suggestions to improve EDCT (e.g., what services could/should be offered), please state them here:

17. Did you have contact with the SBCCD Office of Research, Planning and Institutional Effectiveness during academic year 2017-18?

- Yes (to question 18)
- No (to question 19)

# RESEARCH AND PLANNING

18. Please indicate the extent to which you agree or disagree with the following statements about Research, Planning, and Institutional Effectiveness at the district level:

- The annual process of prioritizing objectives at the District Offices is open and honest.
- District Support Services utilize the results from research studies to inform decision-making.
- Overall, planning and decision-making processes at the district level are open and easy to understand.
- Overall, planning and decision-making processes at the district level produce meaningful and relevant results.
- Overall, planning and decision-making processes at the district level are efficient (i.e. people adaptively and innovatively use available resources to maximize potential outcomes and productivity.)
- Evaluation and fine-tuning of the District Support Services organizational structures and processes to support the colleges and other SBCCD entities is ongoing.
- Overall, I am satisfied with the planning & decision-making processes at the district level.

19. If you have any suggestions to improve Research, Planning and Institutional Effectiveness at the district level, please state them here:



# SHARED GOVERNANCE

20. Please indicate the extent to which you agree or disagree with the following statements about shared governance at the district level (also known as collegial consultation):

- I have the opportunity to participate meaningfully in decision-making at the district level.
- My opinions are given appropriate weight in matters of institutional importance at the district level.
- I am provided adequate opportunities to participate in important district level committees.
- I am allowed to exercise my voice during decision-making processes in district level committees.
- Overall, planning and decision-making processes at the district level are collaborative (i.e. People across departments, divisions, and job classifications are working together to share knowledge and build consensus toward a common purpose.)

21. If you have any suggestions to improve shared governance at the district level, please state them here:

# HUMAN RESOURCES

22. Did you have contact with the Human Resources during academic year 2017-18?

- Yes (to question 23)
- No (to question 24)

23. Please indicate the extent to which you agree or disagree with the following statements about Human Resources:

- Planning for human resources is integrated with the District Strategic Plan and/or the district level planning process.
- SBCCD hires employees, administrators, faculty and staff who are qualified to provide and support the District/College programs and services.
- Human Resources ensures that employees are evaluated systematically and at stated intervals.
- Human Resources provides consistent policy interpretation and guidance specific to human resources.
- Human Resources establishes, publishes, and adheres to written personnel policies and procedures that are available for information and review.
- Human Resources policies and procedures are fair, equitable, and consistently administered.
- The Human Resources staff is courteous and helpful.
- The Human Resources staff provides consistent and accurate information.
- Overall, I am satisfied with the level of services provided by the Human Resources office.

24. If you have any suggestions to improve Human Resources, please state them here:

# **PHYSICAL RESOURCES**

25. Did you have contact with Physical Resources (i.e., Facilities Planning & Construction includes facilities, equipment, land and other assets) at the district level during academic year 2017-18?

- Yes (to question 26)
- No (to question 27)

26. Please indicate the extent to which you agree or disagree with the following statements about Physical Resources (i.e., Facilities Planning & Construction includes facilities, equipment, land and other assets) at the district level:

- Planning for physical resources is integrated with the District Strategic Plan.
- District Support Services uses its physical resources effectively to support the programs and services at the Colleges and other District Entities.
- District Support Services plans for the future and maintains its physical resources' access, safety, and healthy learning environment in order to support the colleges and other SBCCD entities.
- District Support Services uses data to evaluate its district level facilities and equipment on a regular basis to ensure that it can support programs and services district wide.
- Procedures in the District Facilities Planning & Construction Department are clear and consistent.
- The District Facilities Planning & Construction Department responds to your requests in a timely fashion.
- The District Facilities Planning & Construction Department provides accurate information.
- Overall, I am satisfied with the level of service provided by the District Facilities Planning & Construction Department.

27. If you have any suggestions to improve Physical Resources (i.e., Facilities Planning & Construction includes facilities, equipment, land and other assets), please state them here:

## **TESS**

28. Did you have contact with Technology & Educational Support Services (TESS) during academic year 2017-18?

- Yes (to question 29)
- No (to question 30)

29. Please indicate the extent to which you agree or disagree with the following statements about Technology Resources (TESS provides administrative application, distance education, printing, and technical services) district wide:

- The process to receive help from TESS is clear and consistent.
- When I contact TESS staff for help, they are very helpful.
- TESS staff follow through with providing help in a timely fashion.
- The TESS project request process is effective.
- The TESS project request process is easy to understand.

- I am satisfied with the Colleague student information system.
- I am satisfied with the Canvas learning management system.
- I am satisfied with Internet and phone services provided by TESS.
- I receive the help and support I need from the Administrative Applications department.
- I receive the help and support I need from the Technology Services department.
- I receive the help and support I need from the Distance Education department.
- I receive the help and support I need from the Printing Services department.

30. If you have any suggestions to improve TESS, please state them here:

## **FISCAL SERVICES**

31. Did you have contact with Fiscal Services during academic year 2017-18?

- Yes (to question 32)
- No (to question 33)

32. Please indicate the extent to which you agree or disagree with the following statements about Fiscal Services at the district level:

- Financial planning is integrated with the District Strategic Plan.
- The allocation of resources supports the development and maintenance of programs and services.
- SBCCD plans and manages its financial affairs with integrity and in a manner that ensures financial stability.
- The District mission and goals are used as the foundation for financial planning.
- Financial planning is integrated with and supports all SBCCD planning.
- SBCCD has policies and procedures to ensure sound financial practices and financial stability.
- Appropriate financial information is disseminated throughout the institution in a timely manner.
- SBCCD clearly defines and follows its guidelines and processes for financial planning and budget development.
- SBCCD regularly evaluates its financial management processes and uses the results of the evaluation to improve them.
- Dependable financial information is distributed in a timely fashion to inform sound financial decision making.
- The District Resource Allocation Model is open and easy to understand.
- SBCCD follows the Resource Allocation model.

33. If you have any suggestions to improve Fiscal Services, please state them here:

# DEMOGRAPHICS 2

34. What is your gender?

- Female
- Male
- Decline to state

35. Do you consider yourself to be transgender or gender nonconforming?

- Yes
- No
- Decline to state

36. Which best describes your sexual orientation?

- Straight/Heterosexual
- Lesbian/Gay/Homosexual
- Bisexual
- Other
- Decline to state

37. Age

- 29 years old or younger
- 30 - 39 years old
- 40 - 49 years old
- 50 - 59 years old
- 60 years old or older
- Decline to state

38. Do you identify with multiple races and/or ethnicities?

- Yes
- No
- Decline to state

39. Please select the racial and/or ethnic category or categories with which you most closely identify?

- Hispanic/Latino(a)/Chicano(a)
- Caucasian/White
- African American/Black
- Asian
- Native Hawaiian/Pacific Islander
- Native American/Alaskan
- Other
- Decline to state

40. If you have any additional comments or suggestions, please state them here: