



AGENDA

Districtwide Institutional Effectiveness Committee
Thursday, August 22, 2019 (10:00 – 11:30 a.m.)
SBCCD Board Room
114 S. Del Rosa Dr., San Bernardino, CA 92408

Agenda Items	Discussion
1. Call to Order	J. Gilbert
2. Review of Minutes	Review and approval of meeting minutes dated 04/25/2019 (pp. 2 - 3) and 5/23/2019 (pp. 4 - 6)
3. Accreditation Updates	
4. District Strategic Plan Objectives with Targets	Update on revision process
5. SBCCD Factbook	
6. Membership and Charge	Review membership and charge (p. 7 - 12)
7. Election of Co-Chair	
8. Other/Future Agenda Items	
9. Next Scheduled Meeting	Thursday, Sept. 26 at 10am
10. Adjourn	



District Institutional Effectiveness Committee MINUTES

Wednesday, April 25, 2019
 10:00 a.m. – 12:00 p.m.
 SBCCD Boardroom
 114 S. Del Rosa Dr., San Bernardino, CA 92408

Members Present:

Jeremiah Gilbert (Chair, SBCCD)	Jonathan Townsend (CHC)	Keith Wurtz (CHC)	James Smith (SBVC)
Angel Rodriguez (SBCCD)	Christopher Crew (SBCCD)		Heather Ford (recorder)

Agenda Items	Minutes
1. Call to Order	Call to order at 10:03 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Review and approval of meeting minutes dated 03-28-19 amended to reflect Jonathan Townsend was not present. Action Item - Minutes Approval - Approved by consensus as amended
3. Update: Accreditation	J. Smith gave an update. On campus ALOs. K. Wurtz gave an update regarding evidence.
4. Update: District Employee Climate Survey 2018/19	J. Gilbert reported he extended deadline to gather more responses. The plan is to have the results out early May. The climate survey will be posted on SBCCD website.
5. Ed. Master Planning Cycle	J. Gilbert reported the BOT have an annual retreat in June. This year, the trustees will focus on the Ed. Master Plan Cycle. J. Gilbert would like this committee to review it for any changes. We currently are going into year three. The Gap Analysis was only sent to presidents and VPs. It is not posted due to a discrepancy in fiscal, but all the other data is valid. J. Gilbert reported over the next two years is finishing the program review. Year five, the process begins all over again. J. Gilbert asked the committee to review and let him know of any changes.
6. 2019/20 District and Chancellor Goals	J. Gilbert reported during the BOT retreat in June they will review and update district and chancellor goals. He reported he rewrote the goals in the strategic plan, key strategies to help the BOT to understand the goals and objectives full circle. J. Gilbert will share with Cabinet for their input. He asked the committee to review it and send him any changes. J. Gilbert deadline is June 1st. Need committee to review and send edits of the key strategies.

7. Strategic Planning Target	<p>J. Gilbert reported some items need to be revised in the 2017-22 District Strategic Plan Objectives with Targets Revision. J. Gilbert reported waiting for Vision for Success to complete but does not prevent this committee to start to review the objectives now to better prepare for fall. Some items such as the score card is nonapplicable now and must be revised.</p> <p>There was discussion regarding specific language used. J. Gilbert commented when we receive the data in May, we can give a closer review.</p> <p>There was further discussion regarding the objectives. Nothing definitive was voted upon. This will be revisited in the fall and will bring in the researchers.</p>
8. Other/Future Agenda Items	
9. Next Steps	
10. Next Meeting	May 23, 2019 at 10:00 a.m. SBCCD Boardroom
11. Adjourn	Meeting adjourned at 10:58 a.m.

Respectfully submitted,

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



District Institutional Effectiveness Committee MINUTES

Wednesday, May 23, 2019
 10:00 a.m. – 12:00 p.m.
 SBCCD Boardroom
 114 S. Del Rosa Dr., San Bernardino, CA 92408

Members Present:

Jeremiah Gilbert (Chair, SBCCD)	Luke Bixby (SBCCD)	Rebecca Warren-Marlatt	Celia Huston (SBVC)
Heather Ford (recorder)			

Agenda Items	Minutes
1. Call to Order	Call to order at 10:08 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from May 23, 2019 were tabled.
3. District Employee Climate Survey	J. Gilbert reviewed the employee climate survey. He commented he and H. Ford are working on a result from the survey is lack of communication and how to communicate more effectively regarding the collegial committees updates districtwide.
4. Membership and Charge	J. Gilbert reviewed the current membership and charge. Asked the committee to invite the Chief Technology Officer to the committee. Unanimous approval. J. Gilbert reviewed the committee charge and pointed there are a few items that are not current. The committee agreed to revise the charge at the August meeting.
5. Amend Meeting Duration	J. Gilbert proposed the duration of the District Institutional Effectiveness Committee meet 90 minutes; 10:00 – 11:30 am. Unanimous approval.
6. 2019-20 Meeting Schedule	J. Gilbert updated the committee as the 2019-20 committee calendar. This committee is dark in June and July. R. Warren-Marlatt recommended the inclusion of the timeline. Committee agreed at the August meeting to add to the agenda regarding participating in the self-evaluations. R. Warren-Marlatt recommended this committee conduct it in the fall to have a lead on the results of the committee.
7. Function Map	<p>J. Gilbert reviewed the function map and commented the campuses have discrepancies.</p> <p>III.A.2 was reviewed. R. Warren-Marlatt commented that CHC can go either way. C. Huston commented SBVC can be shared responsibility. Both C. Huston and R. Warren-Marlatt will take it back to their respective committees to revise.</p> <p>III.A.4 was reviewed. C. Huston and R. Warren-Marlatt both agreed the respective campuses can be shared and primary responsibility.</p>

III.A.7 was reviewed. There was discussion regarding who has the primary and secondary responsibility. C. Huston and R. Warren-Marlatt agreed both respective campuses would be primary responsibility.

III.A.11 was reviewed. SBVC did not answer. There was discussion as to what other districts/campuses do. C. Huston and R. Warren-Marlatt agreed district primary and colleges secondary responsibility.

III.A.14 was reviewed. C. Huston and R. Warren-Marlatt agreed it would be shared/shared responsibility.

III.B.1 was reviewed. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.C.1. was reviewed. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.C.4 was reviewed. There was discussion.

III.D.5 was reviewed. There was discussion. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.D.6 was reviewed. There was discussion. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.D.9 was reviewed. There was discussion. R. Warren-Marlatt feels strong the district has to take primary responsibility. C-Huston feels it should be primary shared responsibility. The committee agreed the campuses have secondary responsibility and the district have primary responsibility.

IV.A.5 was reviewed. There was discussion. C. Huston commented SBVC's curriculum is primary. R. Warren-Marlatt committed if we had a district curriculum committee it would be shared. But SBCCD does not, committee agreed to be primary/shared responsibility.

IV.D.2 was reviewed. There was discussion regarding it is silent on whom makes the decision. The committee agreed secondary/primary responsibility.

I.C.11 was reviewed. There was discussion regarding operating in foreign locations. R. Warren-Marlatt explained with our students studying abroad, or students that reside in Mexico this would apply.

N/A is appropriate with definition on a few and J. Gilbert to include N/A with definition on cover page.

	It is to be noted – the college representatives on this committee will take these results back to their committee for approval.
8. Other/Future Agenda Items	<p>FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> • Revise the charge at the August meeting. • Participating in the self-evaluations <p>J. Gilbert commented CTA passed and the calendar will go to board for approval. The PRT second visit will be rescheduled in fall.</p>
9. Next Meeting	August 22, 2019 at 10:00 a.m. SBCCD Boardroom
10. Adjourn	Meeting adjourned at 11:16 a.m.

Respectfully submitted,

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

San Bernardino Community College District

Districtwide Institutional Effectiveness Committee (DIEC)

Charge

The charge of the Districtwide Institutional Effectiveness Committee (DIEC) is to:

- Support the colleges' Institutional Effectiveness processes
- Support the accreditation processes at the colleges and ensure that the related accreditation district entities (HR, Business Services, TESS, etc.) are meeting accreditation requirements
- Draft and finalize District Scorecard with support from colleges
- Provide an update on annual Student Success Scorecard
- Monitor progress of IEPI objectives
- Involve community evaluation and best practices to make data informed decisions
- Develop mechanisms to assess progress on major district plans and make recommendations to District Assembly
- Develop mechanisms to assess effectiveness of district-level committees and make recommendations to District Assembly

Membership

The DIEC is chaired by the Executive Director of Research, Planning, and Institutional Effectiveness. In addition, the membership consists of:

- Chancellor
- Executive Vice Chancellor
- Vice Chancellor of Workforce Development, Advancement, and Media Systems
- **Chief Technology Officer**
- Presidents from both colleges
- Institutional Effectiveness, Research, and Planning expert from each college
- Academic Senate Presidents or designee(s)
- One Classified Senate representative from each college
- Two CSEA representatives
- One CTA representative
- One student representative from each college
- Public Information Officer from each college and district
- Accreditation Liaison Officer from each college
- Accreditation Committee chair from each college

Source:

http://www.sbccd.org/research/Planning/Districtwide_Institutional_Effectiveness_Committee

North Orange County Community College District

Institutional Effectiveness Coordinating Council (IECC)

The Institutional Effectiveness Coordinating Council (IECC) meets monthly to:

- Make recommendations to District Consultation Council on policies, planning and other matters related to accreditation and mandated reporting
- Review and discuss implementation of policies related to research, accreditation and MIS reporting
- Coordinate practices as needed related to research, accreditation and MIS reporting
- Collaborate on the analysis and interpretation of data
- Prepare an annual progress report to describe progress in achieving the objectives in the *District-wide Strategic Plan*

Source: <http://www.nocccd.edu/institutional-effectiveness-coordinating-council-iecc>

Rancho Santiago Community College District

Planning and Organizational Effectiveness Committee (POE)

Responsibilities:

- Develop and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan
- Ensure that District Planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual
- Provide leadership for coordination of district and college planning activities
- Prepare the annual Progressive Report on the RSCCD Comprehensive Master Plan
- Coordinate date to be presented at annual Board of Trustees planning activity
- Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions
- Review institutional research activities and results
- Review resource development initiatives

Membership:

Santa Ana College	Santiago Canyon College	District
Vice President, Academic Affairs	Vice President, Academic Affairs	Vice Chancellor, Educational Services (Chair)
Dean of Academic Affairs	Dean, Institutional Effectiveness, Library & Learning Support Services	Assistant Vice Chancellor, Educational Services
Academic Senate President	Academic Senate President (Co-Chair)	Executive Director of Research, Planning & Institutional Effectiveness
Faculty Representative	Faculty Representative	FARSCCD Representative
ASG Student Representative	ASG Student Representative	
Classified Representative	Classified Representative	Classified Representative

San Jose-Evergreen Community College District

Institutional Effectiveness District Committee

Purpose/Functions

The District Institutional Effectiveness Committee is a standing committee of the District Council that fulfills an advisory, monitoring and coordinating role regarding matters related to institutional effectiveness. The committee is to promote a culture of evidence and inquiry, in which relevant research and accurate data is developed and reviewed for district-level planning, research and institutional effectiveness purposes. Functions include but are not limited to:

Planning:

- Review the development of indicators or outcome measures used for district-wide planning and allocation purposes.
- Monitor the implementation of district-wide planning and accountability processes, and evaluate their annual progress.

Research:

- Develop and review a district wide research agenda that reflects the most critical needs as identified by campus constituencies.
- Establish policy and procedures that support data quality and integrity issues and revise the protocols for internal and external research requests.

Institutional Effectiveness:

- Review accreditation standard requirements and reporting facilitated through the district office or that influence both colleges.
- Develop processes for standards and goal setting activities required for accreditation purposes, system wide initiatives and local planning.

Membership

- Executive Director of Institutional Effectiveness, Research and Planning (Chair)
- Administrators appointed by MSCC (2)
- District Academic Senate President or designee (1)
- Faculty members appointed by each Academic Senate (2)
- Classified staff members appointed by each Classified Senate/CSEA (2)
- Chairs/Representatives from each College Institutional Effectiveness (IE) Committees (2)
- Dean of Research, Planning and Institutional Effectiveness, or representative (2)
- Representative from the Colleague Core Committee (1)
- Representatives from each College Admissions and Records Office (2)
- Campus and District Office researchers, District Office IT Administrator.

Source: <http://www.sjeccd.edu/district-services/institutional-effectiveness-and-student-success/institutional-effectiveness-district-committee>

San Mateo County Community College District

District Planning and Research Council (DPRC)

Mission

The District Planning and Research Council (DPRC) supports the San Mateo County Community College District (SMCCCD) and the three colleges within the District by 1) facilitating collaboration with relevant stakeholders across the District to improve both the availability and accuracy of data in support of strategic planning and institutional research across the District, and 2) facilitating communication and resource-sharing across the District and Colleges in order to better meet institutional research and planning needs.

Members

DPRC membership consists of:

- Vice President of Planning, Research and Institutional Effectiveness (DPRC Chair)
- Vice Chancellor, Educational Services and Planning (Ex-officio)
- Chief Technology Officer (Ex-officio)
- Director of Planning, Research and Institutional Effectiveness
- College Deans of Planning, Research, Innovation, and Effectiveness
- College Planning and Research Analysts

District Accreditation Coordination (DAC)

Overview

The District Accreditation Coordinating Council (DAC) is responsible for coordinating district-wide accreditation 2013 institutional self-evaluation related activities, including the support activities provided by the district office. Members of the council include the personnel from both the district office and the three colleges. The four ALOs (3 colleges' ALOs and the District Office ALO) are standing members of the council. The council is chaired by Jing Luan, Vice Chancellor, Educational Services and Planning. The council meets as needed.

Source: <https://smccd.edu/educationservices/committees-and-projects.php>

Ventura County Community College District

District Council on Accreditation and Planning (DCAP)

Charge

District Council on Accreditation and Planning (DCAP) is a sub-group of Consultation Council and advises the Chancellor, through Cabinet and the District Consultation Council on:

- matters pertaining to the development, monitoring, compliance and evaluation of District-wide planning, accreditation cycle activities, and objectives;
- review of Board policy and corresponding procedures; and
- District-wide strategic planning for the District.

Members understand that they attend meetings to represent constituent groups at the Colleges or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

Membership

Chair: Appointed by the Chancellor (currently Chancellor's Designee); Faculty Co-Chair (from DCAP membership)

Members: District Administrative Center Representative; Vice Chancellor Business and Administrative Services; Vice Chancellor, Educational Services; Vice Chancellor Human Resources; Director of Communications/Chief of Staff

From Each College: College President; Academic Senate President or designee; Accreditation Liaison Officer; Classified Senate President or designee

Source: <https://www.vcccd.edu/committees/dcap>