Districtwide Institutional Effectiveness Committee
Thursday, Sept. 26, 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 08/22/2019 **(pp. 2 - 3)**
3. **Accreditation Updates**	
4. **District Strategic Plan Objectives with Targets**	Review of proposed revisions and replacements **(pp. 4 - +)**
5. **District Enrollment Management Committee**	Review membership, charge, and need **(p. ,)**
6. **Staffing Processes**	Documenting current processes
7. **Long-term Growth Priorities/Forecasting**	
8. **Other/Future Agenda Items**	
9. **Next Scheduled Meeting**	Thursday, Oct. 24 at 10am
10. **Adjourn**	

District Institutional Effectiveness Committee   MINUTES
Thursday, August 22, 2019
10:00 a.m. – 11:30 p.m.
SBCCD Boardroom
114 S. Del Rosa Dr., San Bernardino, CA 92408

Members Present:

Jeremiah Gilbert (Chair, SBCCD)	Luke Bixby (SBCCD)	James Smith (SBVC)	Celia Huston (SBVC)
Christopher Crew (SBCCD)			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 04/25/19 and 5/23/19 approved by consensus.
3. **Accreditation Updates**	C. Huston reported partial draft of accreditation and will have full draft by September. J. Smith reported is working with the Deans of what the cycles are and the outcomes. J. Smith reported there is a large increase of enrollment. He will look into to see where initiative is causing the spike (high school, CTE, Promise, Strong Workforce, etc.). J. Gilbert confirmed accreditation site visit for October 15, 2019.
4. **District Strategic Plan Objective with Targets**	J. Gilbert reported update on four that have changed.
5. **SBCCD Factbook**	J. Gilbert reported the factbook is historical data and trends. The first two chapters are prepared, and he has taken it to Chancellor's Cabinet for review twice. Once it is updated it will go to campus researches for review, then the District Institutional Effectiveness Committee, then to District Assembly for review. It will be the same process for the last three chapters. This will be an annual update thereafter. C. Huston recommended including forecasting. J. Gilbert commented inclusion in the factbook is an option or to have it as a brief as it may not fit in the factbook.
6. **Membership and Charge**	J. Gilbert reported whatever membership changes made today, he will be taking to District Assembly to make it official. J. Gilbert reported four bullet points of the committee charge need to be updated as some are outdated and/or SBCCD does not utilize currently (Student Success Scorecard, IEPI, etc.). J. Gilbert provided the committee with other similar DIEC's charge to compare and contrast with SBCCD's. Additions: 1. Prepare an annual Progress Report to describe progress in achieving the objectives in the Districtwide Support Services Strategic Plan.

	2. Develop and monitor implementation of the Districtwide Support Services Strategic Plan. 3. Facilitate communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs. C. Huston recommended tabling the membership and observe who will be attending. Then decide to condense the membership as it is very large. It was agreed to title the strategic plan as *Districtwide Support Services Strategic Plan.*
7. Election of Co-Chair	J. Gilbert ask for nominations for DIEC co-chair. In the event the chair is absent, the co-chair will facilitate the meeting. C. Huston volunteered and committee agreed to co-chair the DIEC.
8. Other/Future Agenda Items	J. Gilbert reported he will be presenting at the Board of Trustee's Study Session in October. C. Huston inquired about long-term growth priorities/forecasting and measuring faculty to FTES and the possible need to increasing faculty based on measurement. J. Gilbert recommended this topic for October DIEC agenda.
9. Next Meeting	Thursday, September 26, 2019 at 10:00 a.m. SBCCD Boardroom
10. Adjourn	Meeting adjourned at 10:55 a.m.

Respectfully submitted,

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

**2017-2022 District Strategic Plan Objectives with Targets
Replacements and Revisions**

SBCCD Goal 1: Student Success - Provide the programs and services necessary to enable all students to achieve their educational and career goals.

Objective 1.1: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

- **Objective 1.1.1:** Increase the graduation rate from 16% to 20% by 2019-2020 as measured by the Student Success Scorecard.

  ISSUE: The Student Success Scorecard is no longer in use and the data used to compute this objective is no longer available.

  NEW OBJECTIVE 1.1.1: In alignment with Vision for Success, increase the number of students awarded associate degrees from 2016-17 to 2021-22 by 20%.

  RATIONALE: Both campuses have set this as a Vision for Success goal.

- **Objective 1.1.2:** Increase the transfer rate from 24% to 39% by 2019-2020 as measured by the Student Success Scorecard.

  ISSUE: The Student Success Scorecard is no longer in use and the data used to compute this objective is no longer available.

  NEW OBJECTIVE 1.1.2: In alignment with Vision for Success, increase the number of students awarded associate degree for transfer (ADTs) from 2016-17 to 2021-22 by 35%.

  RATIONALE: Both campuses have set this as a Vision for Success goal.

- **Objective 1.1.3:** Increase the percent of students with a complete educational plan to 100% by 2019-2020 as measured by data collected in Ellucian.

  ISSUES: (1) No longer use Ellucian. (2) Some students are exempt from needing an SEP making the 100% target as written unachievable.

  REVISED OBJECTIVE 1.1.3: Increase the percent of non-exempt students with a complete educational plan to 100% by 2021-22.

- **Objective 1.1.4:** Increase the percent of students who have completed their educational plan to 50% by 2019- 2020 as measured by data collected in Ellucian.

  ISSUES: (1) No longer use Ellucian. (2) A clear and measurable definition for "completed their educational plan" was never developed for this objective.

  RECOMMENDATION: Put this objective on hold pending development of a measurable definition of completion (working with campus counseling departments).

Objective 1.2: Increase the number of students who complete developmental education programs and progress to successful completion of freshman-level courses.

- **Objective 1.2.1:** Increase the three-year math throughput rate from 21% to 30% by 2019-2020 as measured by the CCCCO Basic Skills Progress Tracker.

  ISSUE: With implementation of AB 705, this objective can no longer be measured and is no longer meaningful.

  NEW OBJECTIVE 1.2.1: Continue to increase the number of students who complete transfer-level mathematics in their first year.

  RATIONALE: Ties in with AB 705 and is one of the Student Success Metrics. <u>Note</u> - No target established as AB 705 is only now fully implemented and its impact is yet to be determined.

- **Objective 1.2.2:** Increase the three-year English throughput rate from 33% to 42% by 2019-2020 as measured by the CCCCO Basic Skills Progress Tracker.

  ISSUE: With implementation of AB 705, this objective can no longer be measured and is no longer meaningful.

  NEW OBJECTIVE 1.2.2: Continue to increase the number of students who complete transfer-level English in their first year.

  RATIONALE: Ties in with AB 705 and is one of the Student Success Metrics. <u>Note</u> - No target established as AB 705 is only now fully implemented and its impact is yet to be determined.

SBCCD Goal 2: Enrollment and Access - Increase access to higher education for populations in our region.

Objective 2.1: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

- **Objective 2.1.1:** Increase the annual District-wide RFTES enrollment from 13,241 in 2012-2013 to 15,000 in 2019-2020 as measured by the RFTES generated by each College.

  ISSUE: Target has already been met; should be revised and extended to 2021-22. Using the same method as before (2% annual increase) but with 2016-17 baseline, new target would be 15,500.

  REVISED OBJECTIVE 2.1.1: Increase the annual District-wide resident FTES (RFTES) enrollment to 15,500 by 2021-2022 as measured by the RFTES generated by each College.

- **Objective 2.1.2:** Increase the percent of community college students by the SBCCD (i.e., market share) to 74% by 2019-2020 as measured by community college enrollments by zip code.

  ISSUE: The existing target of 74% was computed back in 2011-12. If instead we use SBCCD's market share for the past five years and add one standard deviation above the mean, we get a new target of 66%.

  REVISED OBJECTIVE 2.1.2: Increase the percent of community college students by the SBCCD (i.e., market share) to 66% by 2021-2022 as measured by community college enrollments by zip code.

Objective 2.2: Provide transfer, career and technical, and developmental education access to meet student needs.

- **Objective 2.2.1:** Increase the transfer course FTES generated in an academic year from 9,317 in 2012-2013 to 10,545 in 2019-2020 as measured by the total FTES generated by each College.

  ISSUE: Target has already been met; should be revised and extended to 2021-22. Using the same method as before (2% annual increase) with 2016-17 baseline, new target would be 11,800 for transfer course FTES.

  REVISED OBJECTIVE 2.2.1: Increase the transfer course FTES generated in an academic year to 11,800 in 2021-2022 as measured by the total FTES generated by each College.

- **Objective 2.2.2:** Increase the CTE course FTES generated in an academic year from 3,728 in 2012-2013 to 4,219 in 2019-2020 as measured by the total FTES generated by each College.

  ISSUE: Target has already been met; should be revised and extended to 2021-22. Using the same method as before (2% annual increase) with 2016-17 baseline, new target would be 4,400 CTE course FTES.

  REVISED OBJECTIVE 2.2.2: Increase the CTE course FTES generated in an academic year to 4,400 in 2021-2022 as measured by the total FTES generated by each College.

- **Objective 2.2.3:** Increase the developmental course FTES generated in an academic year from 2,146 in 2012-2013 to 2,429 in 2019-2020 as measured by the total FTES generated by each College.

  ISSUE: With implementation of AB 705, we should see a decrease in developmental FTES and an increase in transfer FTES.

  RECOMMENDATION: Objective 2.2.3 should be cut as increasing developmental FTES should not be a district target given the implementation of AB 705.

  Note: The FTES in Objective 2.2.1 and 2.2.2 will not match with the FTES reported in Objective 2.1.1. The FTES in Objective 2.2.1, for instance, is the FTES for the academic year, not the funded FTES, which can include FTES from both summer semesters. In addition, a course could be both CTE and Transfer, and the FTES may be counted twice.

District Enrollment Management Committee (DEMC)

Charge
The District Enrollment Management Committee (DEMC) is charged with operating on a strategic level focusing on districtwide enrollment management issues, including:

1. Developing a comprehensive and integrated District Enrollment Management Plan that:
   - Aligns with the colleges' strategic and educational plans and serves as a guide for enrollment planning at the college level,
   - Supports the colleges' and District's strategic and educational plan,
   - Incorporates board strategic directions as appropriate,
   - Provides for sufficient input from major constituency groups, and
   - Balances strategic scope with measurable objectives/outcomes.

2. Recommending to chancellor's cabinet districtwide initiatives and enrollment strategies to support the achievement of the District's annual enrollment goals.

3. Recommending to the District Budget Committee annual enrollment goals to be incorporated into the Resource Allocation Model.

Membership

- Executive Vice Chancellor (chair)
- Vice Chancellor, Workforce Development, Advancement & Media Systems
- Executive Director, Technology & Educational Support Services
- Executive Director of Research, Planning & Institutional Effectiveness
- Director of Marketing, Public Affairs Government Relations
- Director, Fiscal Services
- Business Manager
- President, SBVC & CHC
- Vice President, Administrative Services, SBVC & CHC
- Vice President, Instruction, SBVC & CHC
- Vice President, Student Services, SBVC & CHC
- Academic Senate Appointee, SBVC & CHC
- Classified Senate Appointee, SBVC & CHC
- CTA Appointee
- CSEA Appointee
- Dean, Institutional Effectiveness, Research, & Planning, SBVC & CHC
- Director, Marketing & Public Relations, SBVC & CHC

Last met: July 19, 2018

Source: http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/enrollment-management