



District Institutional Effectiveness Committee

MINUTES

Thursday, October 24, 2019
 10:00 a.m. – 11:30 p.m.
 SBCCD Conference Room 1
 550 E. Hospitality Lane, Suite 200
 San Bernardino, CA 92408

Members Present:

J. Gilbert (Chair, SBCCD)	L. Bixler (SBCCD)	J. Smith (SBVC)	J. Rodriguez (SBVC)
C. Crew (SBCCD)	K. Horan (CHC)	P. Bratulin (SBVC)	J. Townsend
J. Torres (SBCCD)	G. Hinrichs (SBVC)	H. Ford (SBCCD) Recorder	

Agenda Items	Minutes
1. Call to Order	Call to order at 10:09 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from 09/26/19 approved by consensus with the noted correction of the spelling of Celia Houston's last name to be corrected.
3. Accreditation Updates	J. Gilbert reviewed Accreditation and confirmed accreditation site visit for October 15, 2019.
4. District Strategic Plan Objective with Targets	<p>J. Gilbert reviewed addendum to the District Strategic Plan and noted in the rational how he calculated the percentages.</p> <p>J. Gilbert asked for feedback and asked for any changes. Then he will send it to District Assembly in December and will ask DA if there are other bodies this need to go to. Then to the BOT for final approval.</p> <p>K. Horan asked for additional data after page 11. J. Smith recommended a line graph to include the trend – visual component.</p> <p>L. Bixler asked if the trend lines will shift quickly since the funding formula issue with funding SBCCD.</p>
5. Staffing Process	<p>J. Gilbert reviewed the staffing process (draft) with the members and asked for input.</p> <p>At the campus level, the committees are just advisory committees to the President. The President makes the final decision. J. Torres commented ultimately the process that is documented is the personnel requisition form. P. Bratulin recommended J. Gilbert to reach out to Kay Weiss from SBVC should he need more information.</p> <p>J. Gilbert is to reach out to the campuses Program Review Chairs.</p>
6. Long-term Growth Priorities/Forecasting	J. Torres – District is getting too involved with campuses. It is the college's decision not the District's. J. Gilbert agreed, and he is very hesitant to get involved with campuses.

	J. Gilbert announced he is currently working on the SBCCD Fact Book that contains a huge amount of data. J. Gilbert will include links to the website where the data is stored. Many people don't know we have the data and/or where to find it. Hoping to launch fact book early 2020.
7. Other/Future Agenda Items	Committee will be dark in November and December. Committee will resume in January 23, 2020.
8. Next Meeting	Thursday, January 23, 2020 at 10:00 a.m. SBCCD Conference Room 1
9. Adjourn	Meeting adjourned at 10:51 a.m.

Respectfully submitted,

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