



AGENDA

Districtwide Institutional Effectiveness Committee

Thursday, Jan. 23, 2019 (10:00 – 11:30 a.m.)

Conference Room 1

550 E. Hospitality Lane, Suite 200, San Bernardino, CA, 92408

Agenda Items	Discussion
1. Call to Order	J. Gilbert
2. Review of Minutes	Review and approval of meeting minutes dated 10/24/2019 (pp. 2 - 3)
3. Accreditation Updates	
4. District Strategic Plan Objectives with Targets	Update
5. Fact Book	Completed chapters can be found here: http://www.sbccd.org/research/Fact_Book
6. Membership Review	Review of committee membership (pp. 4 - 7)
7. District Collegial Committee Organization	Updating the chart prepared May 2018 (p. 8)
8. Other/Future Agenda Items	
9. Next Scheduled Meeting	Thursday, Feb. 27 at 10am
10. Adjourn	



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

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
- Develop and monitor implementation of the Districtwide Support Services Strategic Plan.
- Prepare an annual progress report to describe progress in achieving the objectives in the Districtwide Support Services Strategic Plan.
- Facilitate communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.
- 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

Rancho Santiago Community College District

Planning and Organizational Effectiveness Committee (POE)

Charge

- 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	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

* Faculty Association of Rancho Santiago Community College District

Source: <https://www.rsccd.edu/Departments/Educational-Services/POE-Committee/Pages/default.aspx>

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 (Ex Officio)

* Management, Supervisory, and Confidential Committee

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

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>

SBCCD Collegial Consultation Committee Organization DRAFT (Revised January 10, 2020)

