



AGENDA

Districtwide Institutional Effectiveness Committee

Thursday, August 27, 2020 (10:00 – 11:30 a.m.)

Zoom Conference: <https://cccconfer.zoom.us/j/91201139260>

(253) 215-8782 or (346) 248-7799 - **Meeting ID:** 912 0113 9260

Agenda Items	Discussion
1. Call to Order	C. Crew
2. Review of Minutes	Review and approval of meeting minutes dated 5/28/2020 (pp. 2 - 3)
3. Committee Reintroductions	
4. Accreditation Updates	Accreditation Liaisons (Keith and Celia)
5. District Employee Climate Survey Infographic	Summary/Full Report & Infographic posted here: http://www.sbccd.org/research/Climate_Survey
6. Institutional Effectiveness at the Colleges	Overview by James and Gio
7. New District Strategic Plan	Overview by Chancellor Torres (pp. 4 - 5)
8. Rethinking Planning and IE at the District and the DIEC Charge	Review SCUP definition of IE Planning (pp. 6 - 7)
9. Review of the DIEC Charge	Consider modifying (pp. 8)
10. Other/Future Agenda Items	
11. Next Scheduled Meeting	Thursday, September 24 th at 10am
12. Adjourn	



District Institutional Effectiveness Committee

MINUTES

Thursday, May 28, 2020

10:00 a.m. – 11:30 p.m.

Zoom Conference: <https://cccconfer.zoom.us/j/93720151242>

(253) 215-8782 or (346) 248-7799 - Meeting ID: 937 2015 1242

Members Present:

J. Gilbert (Chair, SBCCD)	K. Hannon (SBCCD)	C. Huston (SBVC)	J. Townsend (CHC)
C. Crew (SBCCD)	J. Smith (SBVC)	L. Bixler (SBCCD)	A. Aslanian (CHC)
H. Ford (SBCCD)			

Agenda Items	Minutes
1. Call to Order	Call to order at 10:02 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from 2/27/2020 approved by consensus.
3. Accreditation Updates	C. Huston updated on the ISER timeline: the first read out was in May. We are on track for second read in August and to go to ACCJC in August. ACCJC meetings will be via video conference and they will visit campuses when it is deemed appropriate. J. Smith reported we are moving ahead with the evidence.
4. District Employee Climate Survey Results	J. Gilbert reported the climate survey has wrapped. J. Gilbert will be reviewing the summary and full report today. After Interim Chancellor reviews, a redacted version will be posted to SBCCD website by next week.
5. Revised KPI Dashboard	J. Gilbert reported the research department made some changes. <ol style="list-style-type: none"> 1. The numbering was revised to coincide with accreditation numbering. 2. Comparisons on the dashboard have been all switched to a percentage change. 3. 1.E was changed from “transfer” to “transferred ready”. 4. Removed Goal 3, Partnerships. Due to never having a definition of “partnership”. Never documented or recorded. 5. The FON was added.
6. Vision for Success	J. Gilbert recalled a year ago this committee was scrambling and have not heard anything since. A. Aslanian confirmed he has not seen anything either including the Student Success Matrix.

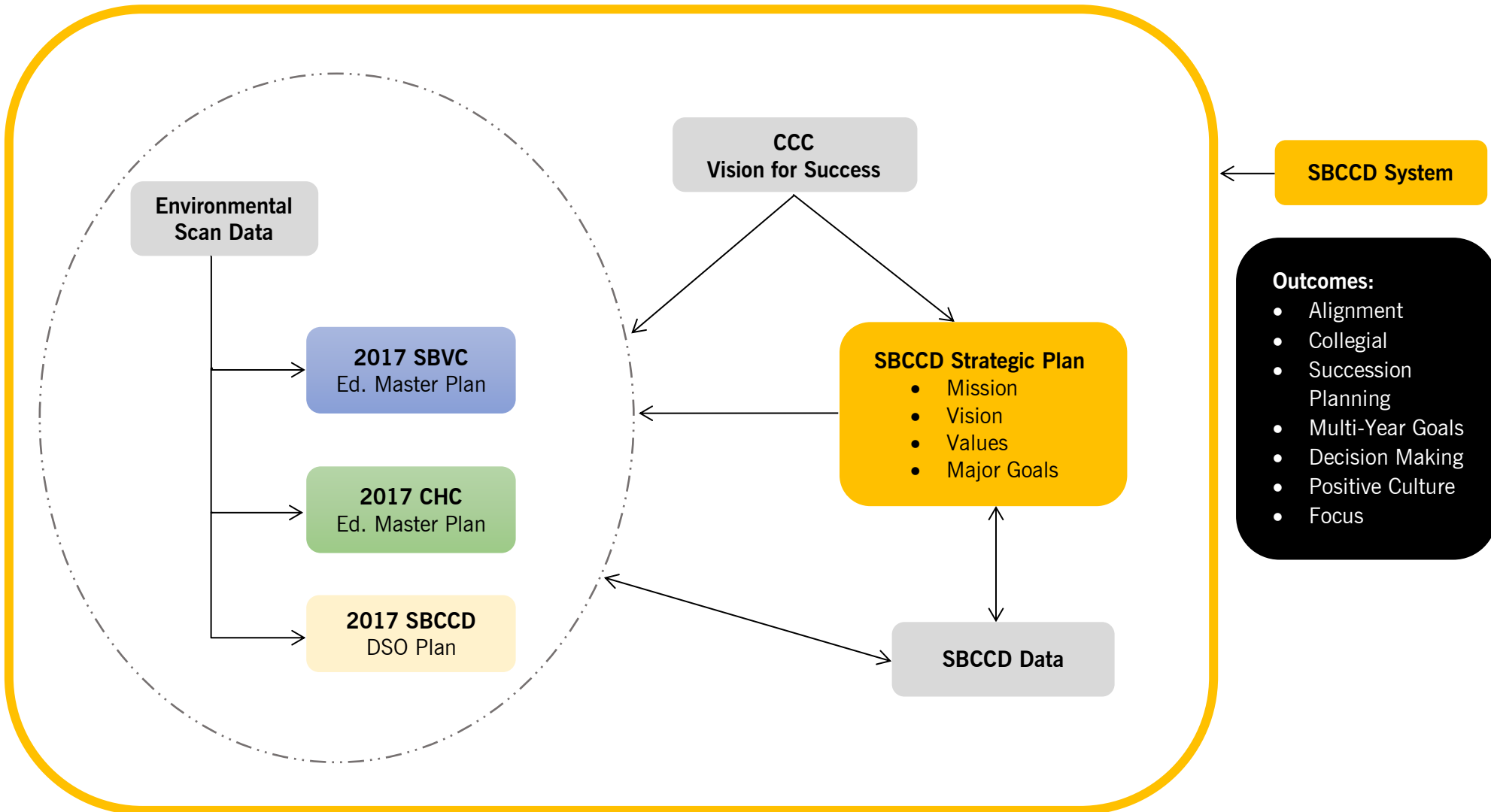
7. Future of District Research	J. Gilbert reported his contract expires June 30, 2020. He is retreating and will be back to faculty at SBVC. District Institutional Effectiveness and Research department will have an appointed for fall for a District Director or as an interim but not an Executive Director. He is currently documenting his processes for his successor.
8. Other/Future Agenda Items	
9. Next Meeting	Thursday, August 27, 2020 at 10:00 a.m. Location TBD based on Stay at Home Order.
10. Adjourn	Meeting adjourned at 10:25 a.m.

Respectfully submitted,

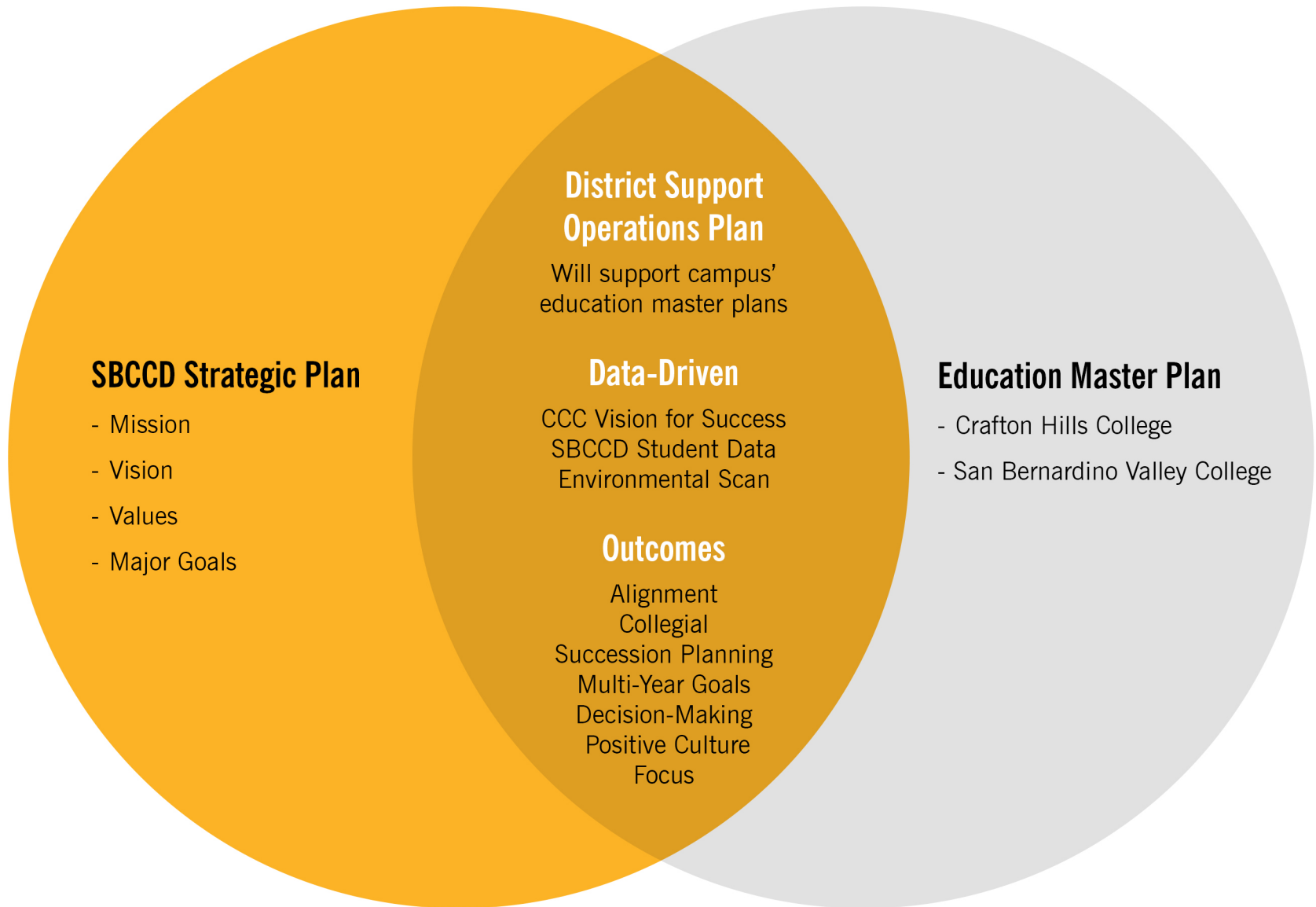
Heather Ford
 Executive Administrative Asst.
 Office of the Chancellor
 San Bernardino Community College Distric



Planning our Roadmap for Student Success



Planning our Roadmap for Student Success



SOCIETY FOR COLLEGE AND UNIVERSITY PLANNING

What is institutional effectiveness planning?

Institutional effectiveness (IE) planning is a higher education institution's effort to organize evaluation, assessment, and improvement initiatives so the institution can determine how well it is fulfilling its mission and achieving its goals.

IE planning may cover:

- Institutional research
- Program review (academic and/or administrative)
- Student learning outcome assessment
- Accreditation
- Plan measurement and decision support

Why do it?

Centralizing IE efforts helps institutions get a clear picture of the institution's performance and allows data to inform decisions. Many institutions have these efforts in siloed departments or scattered across the college or university.

IE planning also helps institutions:

- Improve student retention and completion
- Determine and keep competitive advantage
- Identify possible efficiencies and improve processes
- Comply with federal and state reporting requirements
- Support accreditation activities and requirements

How to do it?

IE planning is often less about starting a new process and more about bringing current, ongoing assessment processes together and empowering them. Typically, it involves:

1. Identifying what needs to be assessed and evaluated, including:
 - a. Mission-critical activities (student learning outcomes, research, community engagement, etc.)
 - b. Strategic plan goals
 - c. External reporting requirements
2. Identifying assessment and evaluation initiatives already happening across the institution and aligning them to identified needs
3. Finding gaps in assessment and evaluation and determining how they will be filled
4. Designing a model or cycle that aligns current efforts, incorporates new efforts, and schedules analysis so it can inform planning
5. Providing support needed to implement the plan (software, training, documentation, etc.)

When to do it?

IE planning often uses a yearly cycle with certain activities, like re-accreditation, following a multi-year process. Data are collected in an ongoing fashion, and specific reporting windows are informed by state and federal guidelines.

A review of the IE planning process usually occurs every five to 10 years but may also be triggered by:

- New accreditation standards
- Changes to state/federal regulations
- Recommendations from an accreditation review
- Changes to the college or university strategic planning process

Why integrated?

Assessment and evaluation efforts happen in almost every unit on campus. When these efforts are siloed, they are inefficient and more focused on fulfilling external reporting obligation than on using data to improve institutional performance. Integrated planning for institutional effectiveness makes assessment more efficient and more useful to the institution.

DISTRICTWIDE INSTITUTIONAL EFFECTIVENESS COMMITTEE

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

What I need the committee to think about:

1. What does it mean to monitor implementation of the Strategic Plan?
2. What kind of annual report would be most useful?
3. What is the disconnect in communication between district and colleges with regards to information flow? Think in terms of Goal creation and measurement.
4. What do we mean by mechanisms?
5. What do we mean by major district plans?
6. What makes a committee effective?