



**AGENDA**

**Districtwide Institutional Effectiveness Committee**

Thursday, January, 28 2021 (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 10/22/2020 (pp. 2 - 4)
3. Accreditation Updates	Accreditation Liaisons (Keith Wurtz - CHC and James Smith - SBVC)
4. Institutional Effectiveness at the Colleges	Updates: James Smith - SBVC and Keith Wurtz
5. Strategic Plan Updates	Keith Wurtz and/or James Smith
6. Environmental Scan	Review of Draft Report
7. Other/Future Agenda Items	
8. Next Scheduled Meeting	Thursday, February 25, 2021 10:00 a.m.
9. Adjourn	



## District Institutional Effectiveness Committee

---

Via Zoom: <https://cccconfer.zoom.us/j/92873058162>

Meeting Minutes – October 22, 2020

### Members Present:

Christopher Crew (Chair)  
Keith Wurtz  
Jeffrey Schmidt  
Celia Huston  
John Feist  
James Smith  
Artour Aslanian  
Michelle Crocfer  
Luke Bixler  
Gio Sosa  
Rania Hamdy

### Guests Present:

Myung Koh, SBCCD  
Ralph Plaza (Emsi)  
Sterling Smith (Emsi)

## I. **CALL TO ORDER**

Christopher Crew called the meeting to order at 10:05 a.m. Correction of minutes: spelling of Tableau. Page 3 –2<sup>nd</sup> line to house. D. Ed Master Plan Cycle, revise there was to there were.

## II. **APPROVAL OF SEPTEMBER 24, 2020 MINUTES**

Correction of minutes:

- Spelling of Tableau.
- Current Topics
  - A. Accreditation Updates... house the data on their server
  - D. Ed Master Plan Cycle... There were questions...

Keith Wurtz moved to approve the minutes of the DIEC held on September 24, 2020 with the above correction. Celia Huston seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: Rania Hamndi

### **III. CURRENT TOPICS**

#### **A. Accreditation Updates**

K. Wurtz provided an update for CHC. Process went well and accreditation team identified strengths during the exit meeting. English and math for the AB705 sequence is a strength, along with several others. The one identified improvement area was consistent application of assessment of service area outcomes and program review. Will receive the statement of fact in a week or two. The commission meets in January to decide on accreditation status.

C. Huston provided an update for SBVC. Awaiting for report for error of fact findings. Similar recommendation around SAOs and strengthening the process. Recommendation around DE and regular effective content. The accreditation team identified strengths which includes professional development, aggressive DE training, online graduation, drive thru diplomas, drive through welcome days, moving student services online, keeping library services and food bank opened.

C. Crew commented regarding his interview with the accreditation team. They questioned the use of the climate survey.

K. Wurtz reported the new approach of the accreditation visiting team is to assist in finding places where the campus is actually meeting the standards. J. Smith commented they look for closing the loop on continuous improvement.

#### **B. Institutional Effectiveness at the Colleges**

J. Smith reported every semester they create a data set with all currently enrolled students and everything that they've taken for the last 20 years. The purpose is to find uptick patterns.

K. Wurtz reported CHC is focused on the quality focus essay action items. This semester will be a pilot for desegregating outcomes assessment and possibly implementing next semester after refinement.

#### **C. Strategic Plan Updates**

G. Sosa reported CHC annually reviews mission, vision, and values. This year, they are taking a more in-depth look. The focal point is developing and launching a campus wide survey, across all of the constituency groups, including students, asking for open ended feedback. CHC Council is taking the lead. They anticipate this taking the better part of the academic year. Forecasting to be sent to BOT for approval in April/May 2021.

J. Smith reported SBVC annually reviews mission, vision, and values. SBVC is holding back until District moves forward so there is alignment. Merging ed plan and strategic plan.

#### **D. Environmental Scan Update**

The environmental scan will be disseminated to the colleges and then the district. That information will be fed into college master ed plans. Although there are conversations regarding hiring a consultant to do the ed master plans or not. This committee is to make the first recommendation of hiring a consultant for the environmental scan.

Guests Ralph Plaza and Sterling Smith from EMSI presented the EMSI Program Demand Gap Analysis Proposal.

C. Crew asked for the committee review regarding recommending EMSI. J. Schmidt agreed the last report was good information but with the thought of expanding regions/areas, etc. C. Crew commented SBCCD has a good working relationship with EMSI. R. Hamdy inquired what other companies are available to do similar work and possibly reach out to the RP Group. K. Wurtz commented he doesn't think any other group has access to the data that EMSI provides. G. Sosa agreed.

K. Wurtz motioned to recommend EMSI for the environmental scan analysis, and that includes disaggregated results by college. J. Schmidt seconded the motion. The motion passed.

Ayes: Unanimous

Noes: None

Abstentions: None

The EMSI kickoff meeting will include D. Humble and K. Wurtz and all the people who need to be at the table. This needs to be done by college each college separately. It will need to be ran through District Asseby, College Council, and Senates.

**E. Ed Master Plan Cycle**

Just shifted by one year. 5 year to a 6 year.

**IV. OTHER/FUTURE TOPICS**

**V. NEXT SCHEDULED**

Thursday, November 26, 2020, CANCELLED – Thanksgiving Holiday

**VI. ADJOURNMENT**

The meeting was adjourned at 11:30 a.m.

*Heather Ford, Recorder, Office of the Chancellor*