



District Institutional Effectiveness Committee

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

Meeting Minutes – April 22, 2021

Members Present:

Christopher Crew (Chair)
Keith Wurtz
Jeffrey Schmidt
John Feist
Artour Aslanian
Luke Bixler
Rania Hamdy
Davena Burns-Peters
Gio Sosa
Joanna Oxendine
Myung Koh
Heather Ford

I. CALL TO ORDER

Christopher Crew called the meeting to order at 10:00 a.m.

II. APPROVAL OF FEBRUARY 25, 2021 MINUTES

Tabled.

III. CURRENT TOPICS

A. Institutional Effectiveness Advisory Committee / Chancellor's Council

C. Crew reviewed the SBCCD Collegial Consultation committee reorganization. This will improve efficiency and participatory governance.

Bixler gave an update from TESS Exec and TESS Committees. D. Burns-Peters requested each subcommittee have its own charge.

B. IEAC Charge

The committee discussed a new charge for IEAC.

The Institutional Effectiveness Advisory Committee (IEAC) aids in the districtwide integration of institutional planning, resource allocation, program review and the technology strategic plan. We support student success by:

- *Supporting the colleges' Institutional Effectiveness processes.*
- *Supporting the accreditation processes at the colleges and ensuring that the related accreditation district entities (e.g., HR, Business Services, TESS) are meeting accreditation requirements.*
- *Providing program review support by reviewing program assessment results in light of District Support Operations (DSO) strategic goals to recommend institutional priorities for inclusion into integrated planning and resource allocation.*
- *Ensuring that the colleges Educational Master Plans inform the development of the DSO Strategic Plan.*

- *Developing and monitoring implementation of the DSO Strategic Plan, ensuring that the District Strategic Plans (i.e., HR and TESS) align with the DSO Plan.*
- *Ensuring the development of mechanisms to assess progress on major district plans (i.e., HR and TESS) and providing an annual report that can be used in the formulation of recommendations to Chancellor's Council.*
- *Facilitating communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.*
- *Developing mechanisms (e.g., self-surveys and rubrics) to assess effectiveness of district-level committees and make recommendations to Chancellor's Council.*
- *Participating in deliberations related to the development of the annual academic calendar.*

C. IEAC Membership

The committee discussed the structure of the committee. R. Hamdy recommended not to change the membership structure. D. Burns-Peters recommended the committee members should not duplicate efforts on the Chancellor's Council ex: Chancellor.

The committee discussed a co-chair format for the IEAC. R. Hamdy suggested the committee is too management heavy. The committee agreed to remove the 1 manager from each college and 1 from DSO. The committee discussed EDCT, KVCR, etc. not having a permanent seat on the committee, but will be brought in as content experts.

IV. OTHER/FUTURE TOPICS

- Continue to discuss how IEAC will support the subcommittees.
- DSO Business Manager to present on RFP requirements.

V. NEXT SCHEDULED

Thursday, May 27, 2021

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

VII. ADJOURNMENT

The meeting was adjourned at 12:11 p.m.

Heather Ford, Recorder, Office of the Chancellor