



AGENDA

Districtwide Institutional Effectiveness Committee

Thursday, May, 27 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 4/22/2021 (pp. 2 - 3)
3. Accreditation/Institutional Effectiveness Updates	Keith Wurtz and/or Gio Sosa – CHC Joanna Oxendine – SBVC (future of Research at SBVC)
4. Ed Master Plan Updates	Keith Wurtz and/or Gio Sosa – CHC Joanna Oxendine and/or Rania Hamdy – SBVC
5. Environmental Scan	Dashboards complete, sending final edits in June
6. RFP for Consultants to do Ed Master Plan	Guest: Steve Sutorus (SBCCD Business Manager)
7. IEAC Committee Updates	Membership, Quorum, who are we as a committee? (pp. 4 - 6)
8. Other/Future Agenda Items	selecting chairs (tri-chair model), write purpose statement, revisit charge, review DSO service areas for strategic plan
9. Next Scheduled Meeting	August 26, 10-11:30am
10. Adjourn	



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 MARCH 25, 2020 MINUTES

Tabled. – MEETING WAS CANCELLED DUE TO SPRING BREAK

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, June 10, 2021 at 10:00 a.m. via Zoom: <https://cccconfer.zoom.us/j/92873058162>

VI. ADJOURNMENT

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

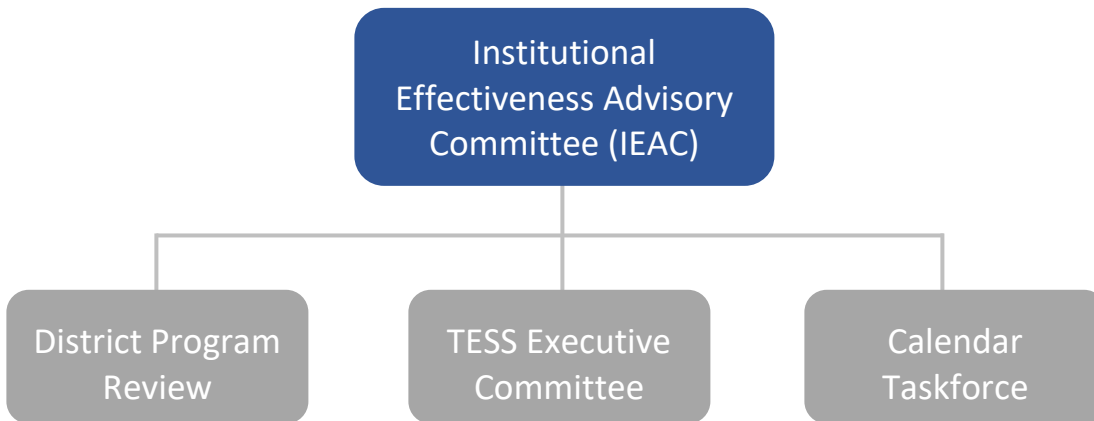
Heather Ford, Recorder, Office of the Chancellor

OVERVIEW: This document contains a summary of the details regarding the transition of the District Institutional Effectiveness Committee (DIEC) to the new Institutional Effectiveness Advisory Committee (IEAC) as approved by District Assembly on April 6, 2021. In short, the IEAC will have 3 subcommittees and the IEAC will report directly to the new Chancellors Council Committee (formerly District Assembly). The details below were developed with input from the DIEC, District Program Review Committee and TESS committee chairs.

Sincerely,

Christopher M. Crew

Interim District Director of Research, Planning and Institutional Effectiveness



CHARGE: 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.

HOW WE MADE OUR DECISION:

The committee considered three options for Transitioning the DIEC to the new IEAC (1) Incorporate TESS Executive, District Program Review and the Calendar Taskforce into the IEAC (2) Combine district Program Review and Institutional Effectiveness into one committee with TESS Executive and Calendar Taskforce as subcommittees (3) Transition the DIEC into the IEAC and leave TESS Executive, Program Review and Calendar Taskforce as subcommittees and assign each committee and open slot on the agenda where they can come to vet ideas, provide informational items, or have more substantive conversations about matters that need to go to Chancellor's Council. There was unanimous support for option 3.

RATIONALE FOR OPTION 3: This option works best for the district because Institutional Effectiveness is broadly defined as "a process whereby institutions engage in ongoing self-evaluation in order to measure achievements and outcomes as they relate to the institution's mission". Using this definition as a starting point, we agreed that TESS Executive, Program Review and the Calendar Taskforce all have components of their charge that are related to Institutional Effectiveness and thus could receive direction from the IEAC.

Also, option 3 solved the membership issues that were present in trying to adopt options 1 and 2. For example, Program Review must have mostly DSO representation and trying to combine that with Institutional Effectiveness made the committee too large.

SUBCOMMITTEE PURPOSE AND RATIONALE:

DISTRICT SERVICES PLANNING AND PROGRAM REVIEW COMMITTEE:

- **Purpose:** To ensure District Support Operations (DSO) departments and services receive continual quality review, align DSO resource request with college needs, and maintain parity with how the colleges conduct their program review process.
- **Rationale:** Current plans to develop a district-wide program review process necessitates that this committee remains separate.

TESS EXECUTIVE COMMITTEE:

- **Purpose:** Develop the SBCCD Technology Strategic Plan, research technology trends, recommended technology initiatives, approve technology policies and procedures.
- **Rationale:** The scope of work undertaken by TESS Executive is too broad to incorporate into the IEAC. The membership is also too diverse to incorporate into IEAC without significantly expanding its size.

CALENDAR TASKFORCE:

- **Purpose:** To develop an academic calendar that meets CCC requirements and, to the extent possible, the needs of the campus community (e.g., student success best practices, feeder school academic calendars, holidays, and faculty and staffing considerations).
- **Rationale:** There are aspects of calendar development that require more specialized discussions than what could be provided at the IEAC and the calendar taskforce has the people best suited to handle development of the academic calendar.

New IEAC Membership (increased from N = 23 to N = 27)	Comments (still under consideration)
Vice Chancellor of Education Services	New – Chair (Sub, District Director of RPIE)
Executive Vice Chancellor of Business and Fiscal Services	Removed
Human Resources Representative (Director?)	Formerly VC of HR and Police Services
Chief Technology Officer	Currently on DIEC
Deans/Director of RPIE from college and district	Currently on DIEC
Academic Senate Presidents or designee	Currently on DIEC
PDC representative – one from each college	Currently on DIEC
Classified Senate representative – one from each college	Currently on DIEC
Two CSEA representatives – one from each college	Currently on DIEC
One CTA representative	Currently on DIEC
Student representative – one from each college	Currently on DIEC
Accreditation Liaison Officer – one from each college	Currently on DIEC
Accreditation Committee Chair – one from each college	Currently on DIEC
VP of Instruction – one from each college	Currently on DIEC
Director of Facilities Planning, Emergency Management and Construction (or representative)	New – Could be invited as content expert
Representative from KVCR	New – Could be invited as content expert
Representative from EDCT	New – Could be invited as content expert
Confidential Group representation	New

NOTE ON MEMBERSHIP: Tentatively, we have added four new members but it was noted that the committee is currently manager heavy and 27 members may be too many people to be effective. We will further explore committee size and the efficacy of using district content experts (e.g., Director of KVCR when media polices are being discussed), in lieu of expanding membership, at the next DIEC meeting.