



DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE

Meeting Minutes – August 26, 2021, 10:00 a.m.

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

	Present	Absent		Present	Absent
Christopher Crew (DSO)	X		Artour Aslanian (CHC)	X	
Heather Ford (DSO)	X		Guy Martin Hinrichs (SBVC)		X
Joe Opris (DSO)	X		Keith Wurtz (CHC)	X	
Luke Bixler (DSO)	X		Dina Humble (SBVC)		X
Joanna Oxendine (SBVC)	X		Celia Huston (SBVC)	X	
Giovanni Sosa (CHC)	X		Myung Koh (DSO)	X	
Jeff Schmidt (CHC)	X		John Feist (SBVC)	X	
Davena Burns-Peters (SBVC)	X		Brandi Bales (CHC)	X	
Rania Hamdy (SBVC)	X				

Guests:

Chancellor Rodriguez, Shari Blackwell

I. Welcome & Introductions

C. Crew called the meeting to order at 10:01 a.m.

II. Welcome from Chancellor Rodriguez

Chancellor Rodriguez welcomed the committee and thanked the committee.

III. Approval of Minutes of April 22, 2021

J. Fiest moved to approve the 2021-06-10 BLC minutes. D. Burns-Peters seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: None

ABSTENTIONS: None

IV. Recap of 2020-2021 DIEC and Transition to IEAC

C. Crew reviewed the 2021-21 DIEC and the transition to IEAC. H. Ford reviewed the process of appointing vested group representation for advisory committees/subcommittees.

V. Meeting Dates/Times for New IEAC

H. Ford recommended keeping the schedule as is until the September committee organizational meeting.

VI. Review Request for Proposal (RFP) for EMP Consultants

A. Timeline

Christopher Crew reviewed the EMP consultant search.

C. Volunteers to Review Proposals

Davena Burns-Peters, Joanna Oxedine, Celia Huston, Rania Hamdy, Gio Sosa, Keith Wurtz, and Dina Humble.

D. Cabinet will Interview Top 3 Candidates

E. Committee Feedback on valuation Rubric

C. Crew tabled the valuation rubric and the interview/presentation to a future meeting. K. Wurtz recommended in the RFP to collaborate with other constituents in an educational institutional. Describe their approach to how they're going to include the different voices and communication with the campuses. The committee will evaluate them in their planned approach for that. B. Bailes recommended changing "the demonstrated experience creating master plans" to "demonstrate experience and integrating equity in master plans." G. Sosa and B. Bailes will work together offline to introduce DEI language into the RFP. B. Bailes recommended working with HR to integrate DEI and define the rubric scoring (keywording and what to look for when awarding scores). C. Crew recommended making it a component of the interview.

F. Committee Feedback on Section 1.1, 1.2, and all of Section 4 of RFP

K. Wurtz recommended, including projected high school graduation rates, population rates, and others. SBVC recommended moving beyond CTE and including transfer as well.

C. Crew will attend the master planning committee meetings to keep communication fluid and ensure the consultants are effective.

C. Crew reproed the Board of Trustees Strategic Priorities will support the colleges at a 30,000-foot view. The District Support Plan will be developed after everything is complete, and we will fill in how the District can support the Ed Master Plans.

Section 4 – Benchmarking intervals - K. Wurtz and G. Sosa agreed to include ten years (not 15) for the projection for enrollment (Information and Scope – page 23. Benchmarking intervals – page 25).

R. Hamdy recommended C. Crew attends the monthly college council meetings at both campuses. Once the consultant is under SBCCD contract, they, too, should attend the monthly college council meetings at both campuses.

C. Crew recommended the consultants train/strategize with the appropriate SBCCD staff/faculty prior to the end of their contract terms. B. Bailes asked for a success rubric the consultant would create, and we would assess ourselves in terms of implementation, self-grading as we move forward with the plan.

C. Crew reviewed SBCCD's org chart structure: current structure and near future structure. The committee agreed the org chart is only background information, and it was deemed reasonable only to include the near future structure. Reorganize slide 10 and 11 on the PPT to District Sites/Locations. SBVC org chart needs to be revised and compared to the org chart located on the District's website. The library, Middle College, reports the Academic Support and Learning Services Division. Police Academy is under social sciences. H. Ford recommended vetting this org chart against the SBCCD website org chart. The President's Office sends H. Ford updates quarterly. K. Wurtz and G. Sosa recommended changing the counseling matriculation, and student equity to equity and student success.

VII. Review of Dual Enrollment Feasibility Research

Luke Bixler reported on the dual enrollment feasibility research. It was suggested instead of the title dual enrollment, name it Single Point Application for the District. CHC needs to take this to two or three campus committees. L. Bixler asked this committee to take this back to the colleges and bring back that level of effort and a brief description of what it will take to accomplish that. The committee agreed the colleges can report back in October to IEAC. L. Bixler to send the Word doc to the committee of the Single Point Application Feasibility research.

VIII. Next Meeting Committee Organizational Meeting

A. Updates on RFP Process

B. Committee Organization – Non-Brown Act

1. Review Membership and Voting Seats
2. Quorum Requirements
3. Review Charge
4. Develop a Purpose Statement
5. Set Agenda for the Year
 - i. Include at the end of each future agenda, “who” is reporting “what” out.

IX. Other Items

X. Next Meeting

Thursday, September 23, 2021, at 10:00 a.m.

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

XI. Adjournment

The meeting adjourned at 11:29 a.m.

Final meeting minutes approved by IEAC September 23, 2021

Heather Ford, Executive Assistant
SBCCD, Office of the Chancellor
DIEC Recorder

