



Institutional Effectiveness Advisory Committee (IEAC)
 Meeting Agenda and Packet - September 23, 2021 at 10:00 a.m.
 Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

- I. **CALL TO ORDER**
- II. **WELCOME AND INTRODUCTIONS**
- III. **ANNUAL ORGANIZATIONAL MEETING**
 - A. Chancellor's Council & Advisory Committee Structure
 - B. Institutional Effectiveness Advisory Committee Organization - What is IEAC?
 1. Charge
 2. Meetings
 3. Representation
 4. Membership
 5. Quorum
 - C. Membership Roster
 - D. Nominate and Elect Tri-Chairs
 - E. Discuss Need for a Purpose Statement
- IV. **UPDATE ON RFP PROCESS**
 - A. Review Timeline
 - B. Answering Consultant Questions
 - C. Review Scoring Rubric
- V. **REORGANIZATION OF IEAC SUBCOMMITTEES**
 - A. Districtwide Program Review – Proposal
 - B. DSO Program Review – Proposal
 - C. TESS Executive Disbandment
- VI. **SET AGENDA FOR THE YEAR**
 - A. Include at the end of each future agenda, “who” is reporting “what” out.
- VII. **OTHER ITEMS**
- VIII. **NEXT MEETING**
 - A. Thursday, October 28, 2021, at 10:00 a.m.
 Via Zoom: <https://cccconfer.zoom.us/j/91201139260>
- IX. **ADJOURNMENT**

SBCCD Mission:

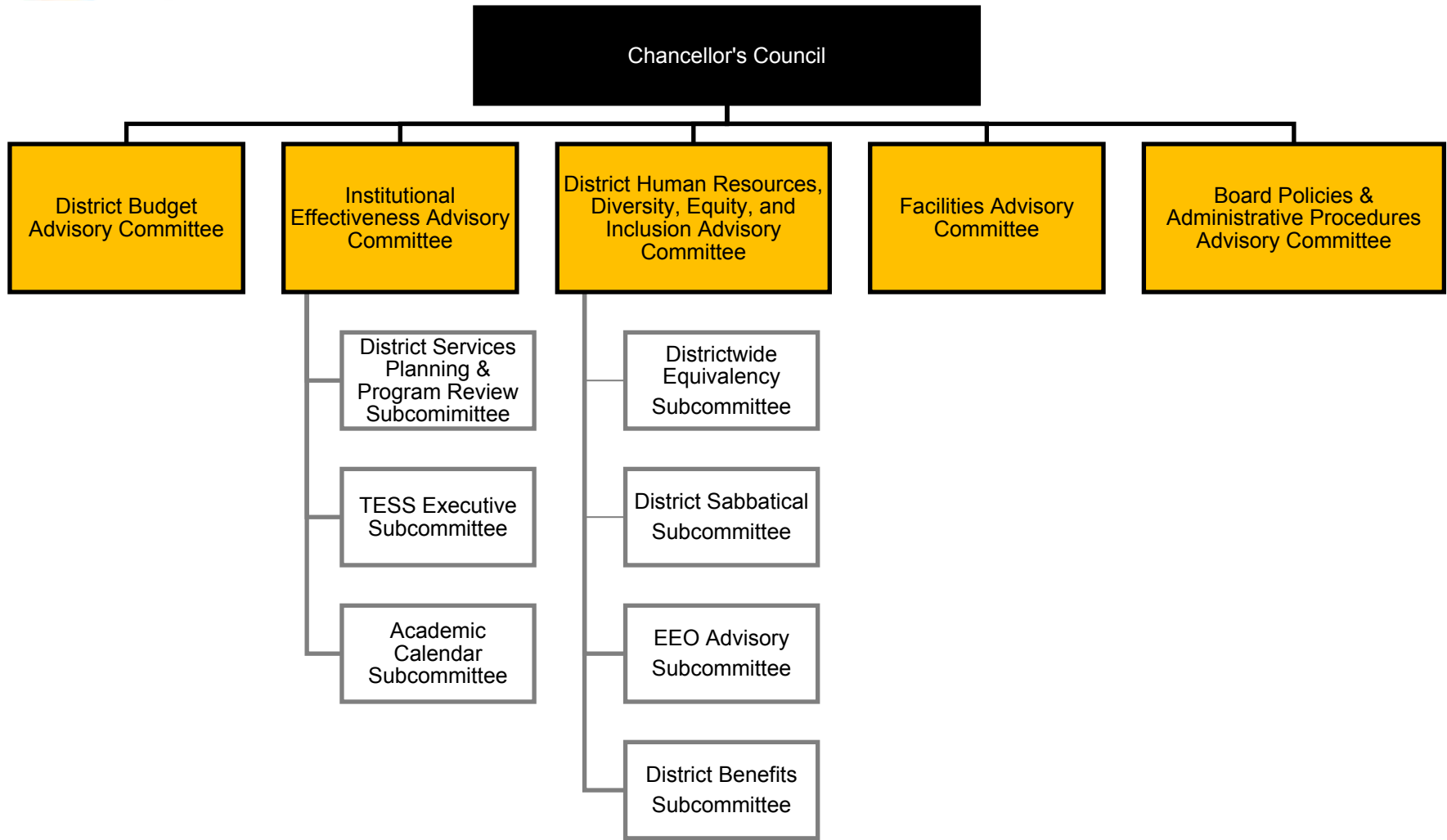
The San Bernardino Community College District (SBCCD) transforms lives through the education and training of students for the benefit and enrichment of our diverse communities.

IEAC Charge:

The Institutional Effectiveness Advisory Committee (IEAC) aids in the district-wide 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 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.



Chancellor's Council Advisory Committee Structure



Institutional Effectiveness Advisory Committee

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.

Charge

4th Thursday, 10:00 a.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all IEAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Meetings

Membership

- Tri-Chair (administrative) Vice Chancellor of Educational Services (proxy District Director of Research, Planning & Institutional Effectiveness)
- Tri-Chair (faculty) elected by committee from committee
- Tri-Chair (classified) elected by committee from committee
- Human Resources Representative
- Chief Technology Officer
- Dean of Institutional Effectiveness, Research, and Planning, CHC
- Dean of Institutional Effectiveness, Research, and Planning, SBVC
- Academic Senate President or designee, CHC
- Academic Senate President or designee, SBVC
- Professional Development Coordinator or designee, CHC
- Professional Development Coordinator or designee, SBVC
- CTA Representative (appointed by CTA)
- Classified Senate Representative, CHC (appointed by Classified Senate President)
- Classified Senate Representative, SBVC (appointed by Classified Senate President)
- CSEA Representative, CHC (appointed by CSEA)
- CSEA Representative, SBVC (appointed by CSEA)
- Associated Student Government President or designee, CHC
- Associated Student Government President or designee, SBVC
- Accreditation Liaison Officer, CHC
- Accreditation Liaison Officer, SBVC
- Confidential Group Representative
- Black Faculty & Staff Representative
- Latino Faculty & Staff Representative

Members will:

Representation

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any IEAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the IEAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Quorum

A quorum from the committee's membership will be comprised of two faculty representatives (one from each campus), two classified representatives (one from each campus), two management representatives (one from each campus), one member from the Black Faculty & Staff, and one member from the Latino Faculty & Staff.





Institutional Effectiveness Advisory Committee (IEAC) Committee Roster

September 2021 – August 2022

Representation	Member
1. Tri-Chair (administrative) VC, Educational Services proxy District Interim Director RPIE	Christopher Crew
2. Tri-Chair (faculty) <i>elected by committee from committee</i>	<i>(pending election)</i>
3. Tri-Chair (classified) <i>elected by committee from committee</i>	<i>(pending election)</i>
4. Human Resources Representative (<i>appointed by VC HR</i>)	Joe Opris
5. Chief Technology Officer	Luke Bixler
6. Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa
7. Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine
8. District Director of Institutional Effectiveness, Research, and Planning	Christopher Crew
9. Academic Senate President or designee, CHC	Jeff Schmidt
10. Academic Senate President or designee, SBVC	Davena Burns-Peters
11. Professional Development Coordinator or designee, CHC	Kashaunda Harris
12. Professional Development Coordinator or designee, SBVC	Rania Hamdy
13. CTA representative (<i>appointed by CTA</i>)	Guy Martin Hinrichs
14. Classified Senate Representative, CHC (<i>appointed by Classified Senate President</i>)	Brandice Mello
15. Classified Senate Representative, SBVC (<i>appointed by Classified Senate President</i>)	John Feist
16. CSEA Representative, CHC (<i>appointed by CSEA</i>)	Artour Aslanian
17. CSEA Representative, SBVC (<i>appointed by CSEA</i>)	Kay Dee Yarborough
18. CSEA Representative, DSO (<i>appointed by CSEA</i>)	Myung Koh
19. Associated Student Government President or designee, CHC	Madeleine Boone
20. Associated Student Government President or designee, SBVC	Paul Del Rosario
21. Management Representation, CHC (<i>appointed by President</i>)	Keith Wurtz
22. Management Representation, SBVC (<i>appointed by President</i>)	Dina Humble
23. Accreditation Liaison Officer, CHC	Keith Wurtz
24. Accreditation Liaison Officer, SBVC	Dina Humble
25. Accreditation Committee Chair, CHC	Keith Wurtz
26. Accreditation Committee Chair, SBVC	Celia Huston
27. Confidential Group Representative (<i>Office of the Chancellor, EA</i>)	Heather Ford
28. Black Faculty & Staff Association representative	Allan Erving & Ariel Davis
29. Latino Faculty Staff Administrators Association representative	Alma Lopez