



DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE

Meeting Minutes – September 23, 2021, 10:00 a.m.

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

	Present	Absent		Present	Absent
Christopher Crew (DSO)	X		John Feist	X	
Heather Ford (DSO)	X		Artour Aslanian		X
Joe Opris	X		Kay Dee Yarborough	X	
Luke Bixler	X		Myung Koh	X	
Giovanni Sosa	X		Madeleine Boone	X	
Joanna Oxendine	X		Paul Del Rosario		X
Jeff Schmidt	X		Keith Wurtz		X
Davena Burns-Peters	X		Dina Humble		X
Kashaunda Harris		X	Celia Huston	X	
Rania Hamdy	X		Allan Erving	X	
Guy Martin Hinrichs		X	Ariel Davis	X	
Brandice Mello		X	Brandi Bailes	X	
Ernest Guillen	X				

I. Call to Order

C. Crew called the meeting to order at 10:05 a.m.

II. Welcome and Introductions

The committee members self introduced.

III. Annual Organizational Meeting

A. Chancellor's Council & Advisory Committee Structure

B. Institutional Effectiveness Advisory Committee Organization - What is IEAC?

C. Crew reviewed the purpose of IEAC and the collegial consultation approval process. There was conversation regarding going more into depth with the student surveys and the possibility of creating a student group. D. Burns-Peters would like more indepth surveys that inquire preparedness of instructors, causes of success rate not growing, etc. C. Crew recommened creating a lever step survey. C. Crew will assign the committee homework.

1. Charge

C. Crew reviewed the current charge.

2. Meetings

H. Ford reviewed the current reoccurring meeting date is fourth Thursday of every month at 10:00 a.m.

3. Representation

H. Ford reviewed the representation and will update the representation document.

4. Membership

H. Ford reviewed the current membership and the reason why the committee has grown.

5. Quorum

H. Ford reviewed the quorum requirements set by Chancellor's Council. There was much concern regarding meeting quorum every meeting and being held back due to lack of quorum. H. Ford reported Chancellor's Council will be discussing the quorum requirements at the October meeting.

C. Nominate and Elect Tri-Chairs

C. Houston moved to create a quad chair committee structure to include VC Educational Services, District Director of IERP, faculty, and classified. Faculty and classified quad chair position will be a one year appointment and will be re-elected by the committee beginning of fall term. R. Hamdy seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: Harris, Hinrichs, Mello, Aslanian, Del Rosario, Wurtz, Humble

ABSTENTIONS: None

D. Discuss Need for a Purpose Statement

IV. Update on RFP Process

Tabled to next meeting.

V. Reorganization of IEAC Subcommittees

A. Districtwide Program Review – Proposal

Tabled to next meeting.

B. DSO Program Review – Proposal

Tabled to next meeting.

C. TESS Executive Disbandment

Tabled to next meeting.

VI. Set Agenda for the Year

A. Include at the end of each future agenda, "who" is reporting "what" out.

Tabled to next meeting.

VII. Other Items

VIII. Next Meeting

Thursday, October 28, 2021, at 10:00 a.m.

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

IX. Adjournment

The meeting adjourned at 11:29 a.m.

Final meeting minutes approved by IEAC _____, 2021

Heather Ford, Executive Assistant

SBCCD, Office of the Chancellor

DIEC Recorder