Institutional Effectiveness Advisory Committee (IEAC)

Meeting Agenda and Packet - October 28, 2021 at 10:00 a.m.
Via Zoom: https://cccconfer.zoom.us/j/91201139260

I. **CALL TO ORDER**

II. **Approval of Minutes 09-23-2021**

III. **New Quorum – 5 min**

IV. **Tess Executive Disbandment - 10 min**

V. **Single Point Application – 10 min**

VI. **Selecting Co-Chairs – 5 min**

VII. **Changing the DSO Program Review Committee – 20 min**

VIII. **Ed Master Plan Consultant Search Updates – 5min**

IX. **Overview of Institutional Effectiveness and Assessment – 5 min**

X. **Review Homework (due by next Wednesday) – 15 min**

XI. **Preview of next meeting, changing meeting time, and future agenda - 10 min**

XII. **OTHER ITEMS**

XIII. **NEXT MEETING**
  A. Thursday, January 27, 2021, at 10:00 a.m.
     Via Zoom: https://cccconfer.zoom.us/j/91201139260

XIV. **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.

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 possibilitiy 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 Statememt

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.
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IX. Adjournment
The meeting adjourned at 11:29 a.m.

Final meeting minutes approved by IEAC _____, 2021

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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

SAN BERNARDINO ⬤ COMMUNITY COLLEGE DISTRICT

Single Point Application for the District

Feasibility Research

Single Point Application for the District Research

In order to help increase accessibility and completion rates of students, we have received a request to research the feasibility of allowing students to complete one application to enroll in courses at both colleges. Currently, this can only be accomplished if the student completes an application at each college. Since this change would impact both the functional and instructional areas at each of the colleges, we need your help in analyzing the key business and instructional processes to identify the feasibility and the level of effort it would take to implement these changes.

Below are a list of areas that we identified during some initial discussions within TESS and discussions within the DAWG Work Group. This list is not complete, but should help to start the process of working through what impacts and changes we would need to make to have one application for both colleges.

Admissions and Registration:

1. Currently each of the colleges have their own applications. Would this process continue, or would it be beneficial to move to a standard application at both colleges?
2. How would we identify the primary college for the student, to provide support for Financial Aid, Education plans, etc?
3. How would we identify the courses that would be available to students at both colleges, and those that are only supported at one of the colleges?
4. Would only the primary college need to do the orientation and assessments?
5. Would we need to standardize the assessments across both colleges? What about waivers?
6. Would both colleges need to standardize on transfer credits from other institutions?
7. How would both colleges deal with priority registration
8. Since students can have an active academic program at one college and be inactive at the other college, will we need to determine an alternate method to determine an active student?

Advising and Educational Planning:

1. Would matriculation only need to take place at the primary college?
2. Would educational planning need to change to support courses that might only be offered at one college but meet the overall degree requirements?
3. Would Starfish need to be modified to support education/degree planning?
4. When Starfish is able to support registration directly from the Education Plan will this support courses at both colleges?
5. As part of the Starfish implementation, will the Early Alert system also need to be revisited?

6. Are there any changes to the Transcript Evaluation process? Do these differ at each of the colleges and could this impact placement, etc?
7. Will the degree audit processes need to be modified?

Financial Aid and Accounts Receivable:

1. Do we need to review the processes in Colleague and Campus Logic?
2. Are the packaging rules and processes the same for both colleges?
3. How about the processes for ISIRs, SAP, R2T4, Pell, Work Study, scholarships, and refunds?

Course, Program and Catalog Development:

1. There are currently different requirements for pre-requisite courses at each of the colleges. What would it take to create a common set of pre-requisites for all courses at both colleges?
2. When curriculum changes at one college, what would the process look like to support making this change at both colleges?
3. What about new courses that are created at one of the colleges?
4. Would there need to be any changes to the catalogs or catalog rights?

Collegue and Data Integrations:

1. Need to research the following data integrations to see what would need to be changed:
    a. Starfish
    b. Canvas
    c. CurricuNet
    d. EIS
2. Based on the findings by the colleges, TESS would need to research the customizations that would be required in Colleague.
3. TESS is researching a new cross-registration module that Ellucian is building that allows students to register for a sub-set of classes at the other college.

Note: We would like to see for each of the items listed above, and for any new items that are added in, to included the level of effort (High, Medium, Low) along with a description of the work that would be needed to address the item.