



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – January 27, 2022, 10:00 a.m.

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

I. Call to Order

C. Crew called the meeting to order at 10:04 a.m.

II. Roll Call and Quorum

H. Ford conducted roll call, and determined quorum was met.

III. Action Agenda

A. Approval of Minutes 11-03-2021

1. D. Burns Peters moved to approve the minutes from 11-03-2021. A. Aslanian seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Mello, Feist, Harris, Hinrichs, Del Rosario

ABSTENTIONS: None

B. Reorganize DSO Program Review Subcommittee

1. R. Hamdy moved to approve the recommendation to support renaming District Services Planning and Program Review Subcommittee to District Support Operations Planning and Program Review Subcommittee. H. Ford seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Mello, Feist, Harris, Hinrichs, Del Rosario

ABSTENTIONS: None

IV. Institutional Effectiveness Updates

A. SBVC – Celia Huston/Joanna Oxendine

- a. C. Huston reported that ACCJC sent semester webinars, including distance education accreditation requirements. J. Oxendine complimented the growing partnerships with CHC, SBVC, and DSO in looking at data systems and platforms. Identified overlap, leveraging programs and platforms, etc.

B. CHC – Keith Wurtz/Gio Sosa

- a. K. Wurtz reported that the CHC accreditation committee is constantly reviewing QFE. The campus has adopted a four-point rubric for the outcomes assessment process and is working with TESS to update the cloud to include disaggregation of outcomes. CHC is applying for a Bachelor of Science in Respiratory of Care program.

V. Educational Master Plan Consultant Update

- A. Guest, Dr. Nicki Harrington, Lead Consultant at Collaborative Brain Trust (CBT), reported that CBT is working closely with the research offices to obtain and review data. Currently, the colleges' EMP committees are reviewing the college's mission, vision, and values. The next step is to form a list of

internal and external stakeholders for the consultants to meet with and hold listening sessions. Updates will be provided throughout the process.

Timeline:

- December 2021 – Kick-off meeting with DSO, CHC, and SBVC's Research Departments. Consultants started data gathering.
- February 2, 2022 - Consultants will meet with Chancellor's Cabinet to get a broader view.
- February 2022 - Consultants and colleges' EMP committee's kickoff meeting.
- Spring 2022 - Discovery Phase
- Spring/Summer 2022- Developing data profiles
- Fall 2022 – Goals and objectives outlined.
- October/November 2022 – Draft Educational Master Plans documents shared with campuses.
- December 2022 – Final Educational Master Plans to Board for final approval.

VI. CRM Software Purchases and Single Sign-on

L. Bixler reported the current process of using a centralized Customer Relations Management (CRM) software. Currently, SBCCD uses Starfish for student retention and is researching CRMs for student retention and the entire student life cycle. The DSO has allocated funds for implementing the CRM, assisting the integration of the student information system. One-time fixed cost for integration and training. There will be ongoing support needed in which TESS will address the ongoing cost. L. Bixler reported in the spring, TESS would explore each campus' needs, enrollment data capturing, and current usage by each campus. L. Bixler will report back with a timeline.

K. Wurtz reported the single-point application feasibility research is well underway, and he shared additional areas of need. D. Burns-Peters recommended reviewing the process and system the State uses as they have automated their student system.

VII. Next Meeting

Thursday, February 24, 2022, at 10:00 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

VIII. Adjournment

The meeting adjourned at 11:30 a.m.

Final meeting minutes approved by IEAC 02-24-2022.

Heather Ford, Executive Assistant
SBCCD, Office of the Chancellor
Committee Support



Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance
Template

QUORUM: Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

- yes 1) 50% + one of appointed voting members (not 50% of members plus vacancies).
- yes 2) Two persons from each site (CHC, SBVC, DSO)
- yes 3) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Vice Chancellor Educational and Student Services, Chair	Vacant	DSO	MAN	Absent
2	District Director Research, Planning & Institutional Effectiveness, Chair	Christopher Crew	DSO	MAN	Present
3	Chief Technology Officer	Luke Bixler	DSO	MAN	Present
4	Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanna Sosa	CHC	MAN	Present
5	Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	CHC	MAN	Present
6	Human Resources Representative (appointed by VC HR)	Joe Opris	DSO	MAN	Present
7	Faculty, CHC (appointed by Academic Senate President)	Jeff Schmidt	CHC	FAC	Present
8	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	SBVC	FAC	Present
9	Management, CHC (Accreditation Liaison Officer. appointed by college president)	Keith Wurtz	CHC	MAN	Present
10	Management, SBVC (Accreditation Liaison Officer. appointed by college president)	Dina Humble	SBVC	MAN	Absent
11	Accreditation Committee Chair, CHC	Keith Wurtz	CHC	MAN	Present
12	Accreditation Committee Chair, SBVC	Celia Huston	SBVC	MAN	Present
13	Classified, CHC (appointed by Classified Senate President)	Brandice Mello	CHC	CLA	Absent
14	Classified, SBVC (appointed by Classified Senate President)	John Feist	SBVC	CLA	Absent
15	Professional Development Coordinator or designee, CHC	Kashaunda Harris	CHC	MAN	Absent
16	Professional Development Coordinator or designee, SBVC	Rania Hamdy	SBVC	CLA	Present
17	Confidential Group (by position, EA Office of the Chancellor	Heather Ford	DSO	MAN	Present
18	CSEA Representative, CHC (appointed by CSEA)	Artour Aslanian	CHC	CLA	Present
19	CSEA Representative, SBVC (appointed by CSEA)	Kay Dee Yarborough	SBVC	CLA	Present
20	CSEA Representative, DSO (appointed by CSEA)	Myung Koh	DSO	CLA	Present
21	CTA (appointed by CTA)	Guy Martin Hinrichs	CHC	FAC	Absent
22	Black Faculty & Staff Association (appointed by BFSAs President)	Allan Erving	SBVC	CLA	Present
23	Latino Faculty, Staff, & Administrators Association (appointed by LFSAA President)	Ernest Guillen	SBVC	CLA	Present
24	Associated Student Government President or designee, CHC	Madeleine Boone	CHC	STU	Present
25	Associated Student Government President or designee, SBVC	Paul Del Rosario	SBVC	STU	Absent

IEAC Formal Vote

IEAC Recommendation #2022-01 | Renaming of District Services Planning & Program Review Subcommittee

1. District Director Research, Planning & Institutional Effectiveness	Christopher Crew	Aye
2. Chief Technology Officer	Luke Bixler	Aye
3. Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa	Aye
4. Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	Aye
5. Human Resources Representative (<i>appointed by VC HR</i>)	Joe Opris	Aye
6. Faculty, CHC (<i>appointed by Academic Senate President</i>)	Jeff Schmidt	Aye
7. Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	Aye
8. Management, CHC (<i>Accreditation Liaison Officer. appointed by college pres.</i>)	Keith Wurtz	Aye
9. Management, SBVC (<i>Accreditation Liaison Officer. appointed by college pres.</i>)	Dina Humble	Absent
10. Accreditation Committee Chair, CHC	Keith Wurtz	Aye
11. Accreditation Committee Chair, SBVC	Celia Huston	Aye
12. Classified, CHC (<i>appointed by Classified Senate President</i>)	Brandice Mello	Absent
13. Classified, SBVC (<i>appointed by Classified Senate President</i>)	John Feist	Absent
14. Professional Development Coordinator or designee, CHC	Kashaunda Harris	Absent
15. Professional Development Coordinator or designee, SBVC	Rania Hamdy	Aye
16. Confidential Group (<i>by position, EA Office of the Chancellor</i>)	Heather Ford	Aye
17. CSEA Representative, CHC (<i>appointed by CSEA</i>) – April 11 th Meeting	Artour Aslanian	Aye
18. CSEA Representative, SBVC (<i>appointed by CSEA</i>) – April 11 th Meeting	Kay Dee Yarborough	Aye
19. CSEA Representative, DSO (<i>appointed by CSEA</i>) – April 11 th Meeting	Myung Koh	Aye
20. CTA (<i>appointed by CTA</i>)	Guy Martin Hinrichs	Absent
21. Black Faculty & Staff Association (<i>appointed by BFSAs President</i>)	Allan Erving	Aye
22. Latino Faculty, Staff, & Administrators Association (<i>appointed by LFSAA Pres.</i>)	Ernest Guillen	Aye
23. Associated Student Government President or designee, CHC	Madeleine Boone	Aye
24. Associated Student Government President or designee, SBVC	Paul Del Rosario	Absent