



Institutional Effectiveness Advisory Committee (IEAC)

Meeting Agenda and Packet - January 27 at 10:00 a.m.

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

- I. **CALL TO ORDER**
- II. **Quorum**
- III. **Approval of Minutes 11-03-2021**
- IV. **Institutional Effectiveness Updates (CHC, SBVC)**
- V. **EMP Consultant Updates**
- VI. **Review Recommendation going to Chancellor's Council**
- VII. **Approval of DSPPRS Name Change**
- VIII. **CRM Software Purchase and Single Sign-on**
- IX. **Review Homework**
- X. **OTHER ITEMS**
 - A. **Review Charge as it Relates to Program Review**
 - B. **Set Agenda**
- XI. **NEXT MEETING**
 - A. Thursday, February 24, 2022, at 10:00 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>
- XII. **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.



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – November 3, 2021, 11:00 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 – Lauren Ashlock	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	Karla Zaragoza – GUEST	X	
Ernest Guillen	X				

I. Call to Order

C. Crew called the meeting to order at 11:04 a.m.

II. Roll Call and Quorum

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

III. Action Agenda

A. Ed Master Plan Consultant Search Updates

1. K. Wurtz moved to approve the recommendation from the Educational Masterplan Taskforce selection of consultant, Collaborative Brain Trust (CBT), to complete the EMPs for oth colleges. A. Aslanian seconded the motion.

AYES: Crew, Ford, Opris, Bixler, Sosa, Oxendine, Schmidt, Burns-Peters, Harris, Hamdy, Guillen, Feist, Aslanian, Yarborough, Koh, Ashlock, Wurtz, Huston, Davis

NOES: None

ABSENT: Hinrichs, Mello, Del Rosario, Erving

ABSTENTIONS: E. Guillen

B. Reorganize DSO Program Review Subcommittee

1. D. Burns-Peters moved to approve the recommendation to support limiting membership of DSO PR subcommittee and to include only DSO members. R. Hamdy seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: Hinrichs, Mello, Del Rosario, Erving

ABSTENTIONS: Schmidt

R. Hamdy recommended IEAC create a space for resource allocation and sharing.

VI. Other Items

- A. Review Homework
 - a. Tabled to next meeting
- B. Preview of next meeting, changing meeting time, and future agenda.
 - a. Tables to next meeting

VIII. Next Meeting

TBD

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

IX. Adjournment

The meeting adjourned at 12:04 p.m.

Final meeting minutes approved by IEAC _____, 2021

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



Institutional Effectiveness Advisory Committee (IEAC)
 Meeting Attendance – November 3, 2021, 11:00 a.m.

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.

Met?	
Yes	50% + one of appointed* voting members (<i>12 members</i>)
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) VC, Educational Services	<i>vacant</i>		
2) District Director Research, Planning & Institutional Effectiveness	Christopher Crew	X	
3) Chief Technology Officer	Luke Bixler	X	
4) Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa	X	
5) Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	X	
6) Human Resources Representative (<i>appointed by VC HR</i>)	Joe Opris	X	
7) Faculty, CHC (<i>appointed by Academic Senate President</i>)	Jeff Schmidt	X	
8) Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	X	
9) Management, CHC (<i>Accreditation Liaison Officer. appointed by college president</i>)	Keith Wurtz	X	
10) Management, SBVC (<i>Accreditation Liaison Officer. appointed by college president</i>)	Dina Humble		X
11) Accreditation Committee Chair, CHC	Keith Wurtz	X	
12) Accreditation Committee Chair, SBVC	Celia Huston	X	
13) Classified, CHC (<i>appointed by Classified Senate President</i>)	Brandice Mello		X
14) Classified, SBVC (<i>appointed by Classified Senate President</i>)	John Feist	X	
15) Professional Development Coordinator or designee, CHC	Kashaunda Harris	X	
16) Professional Development Coordinator or designee, SBVC	Rania Hamdy	X	
17) Confidential Group (<i>by position, EA Office of the Chancellor</i>)	Heather Ford	X	
18) CSEA Representative, CHC (<i>appointed by CSEA</i>)	Artour Aslanian	X	
19) CSEA Representative, SBVC (<i>appointed by CSEA</i>)	Kay Dee Yarborough	X	



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Met?	
Yes	50% + one of appointed* voting members (<i>12 members</i>)
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
20) CSEA Representative, DSO (<i>appointed by CSEA</i>)	Myung Koh	X	
21) CTA (<i>appointed by CTA</i>)	Guy Martin Hinrichs		X
22) Black Faculty & Staff Association (<i>appointed by BFSA President</i>)	Allan Erving & Ariel Davis	X	
23) Latino Faculty, Staff, & Administrators Association (<i>appointed by LFSAA President</i>)	Ernest Guillen	X	
24) Associated Student Government President or designee, CHC	Madeleine Boone proxy Lauren Ashlock	X	
25) Associated Student Government President or designee, SBVC	Paul Del Rosario		X

*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).



Institutional Effectiveness Advisory Committee (IEAC) Chancellor's Council Recommendation

To: Diana Z. Rodriguez, Chancellor

Date: 02/01/2022

From: Institutional Effectiveness Advisory Committee

Re: IEAC Recommendation #2021-02 | Restructuring of Planning & Program Review Subcommittee

Please accept this communication for review and discussion by the Chancellor's Council.

At its meeting on November 3, 2021, the IEAC members voted in favor to support the restructuring of the Planning & Program Review Subcommittee. The discussion leading to this recommendation included the points provided below:

- The requirement for quorum at the Chancellor's Council level suffices to ensure diversity, equity, and inclusion for all. There was a consensus that P&PR Subcommittee should be no more than 13 members to be effective.
- The DSO program review process is unique compared to the campus program review process. There was support in mirroring the campus' program review committee membership and reduce the membership to DSO members only.
- The current Planning & Program Review Subcommittee voted in favor to support the restructuring of the membership at the November 9, 2021, meeting. The subcommittee reports to IEAC which holds the proper constituency groups including campus and student representation.

Thank you for your consideration of this recommendation, which was approved as indicated below. We look forward to a response from Chancellor's Council.

Chancellor Council Response:

Chancellor

Date



Institutional Effectiveness Advisory Committee (IEAC) Chancellor's Council Recommendation

IEAC Recommendation #2021-02 | Restructuring of Planning & Program Review Subcommittee

Formal Vote

Representation	Member	Vote
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	Abstained
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	Aye
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	Aye
13. Classified, SBVC (<i>appointed by Classified Senate President</i>)	John Feist	Aye
14. Professional Development Coordinator or designee, CHC	Kashaunda Harris	Aye
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 & Ariel Davis	Aye
22. Latino Faculty, Staff, & Administrators Association (<i>appointed by LFSAA Pres.</i>)	Alma Lopez	Aye
23. Associated Student Government President or designee, CHC	Madeleine Boone	Aye
24. Associated Student Government President or designee, SBVC	Paul Del Rosario	Absent



Institutional Effectiveness Advisory Committee (IEAC)
 Chancellor’s Council Recommendation

Restructuring of Planning & Program Review Subcommittee

Planning & Program Review Subcommittee Formal Vote

Representation	Member	Vote
1. TESS Manager (appointed by CTO)	Jeremy Sims	Aye
2. TESS Staff (appointed by CTO)	Jason Brady	Aye
3. KVCR Manager (appointed by KVCR ED)	Anthony Papa	Abstained
4. KVCR Staff (appointed by KVCR ED)	Rick Dulock	Abstained
5. EDCT Manager (appointed by EDCT ED)	Deanna Krehbiel	Aye
6. EDCT Staff (appointed by EDCT ED)	Kathy Fonseca	Absent
7. Chief of Police	Al Jackson	Aye
8. Police Staff (appointed by Chief of Police)	Michele Jeannotte	Aye
9. Human Resources Manager (appointed by VC HR)	Joe Opris	Aye
10. Human Resources Staff (appointed by VC HR)	Marcela Navarro	Aye
11. DSO Fiscal Services Manager (appointed by EVC)	Erika Menge	Aye
12. DSO Fiscal Services Manager (appointed by EVC)	Larry Strong	Absent
13. DSO Fiscal Services Staff (appointed by EVC)	Virginia Diggle	Aye
14. DSO Fiscal Services Staff (appointed by EVC)	Noemi Elizalde	Absent
15. District Director RPIE	Christopher Crew	Aye
16. Confidential Group Representative	Heather Ford	Aye
17. Management Representation, CHC (appointed by President)	Giovanni Sosa	No
18. Management Representation, SBVC (appointed by President)	Joanna Oxendine	Absent
19. Faculty Member, SBVC (P&PR Committee preferred. Appointed by Academic Senate)	Celia Huston	Aye
20. Faculty Member, CHC (P&PR Committee preferred. Appointed by Academic Senate)	Brandi Bales	No
21. Classified Member, CHC (P&PR Committee preferred. Appointed by Classified Senate)	Artour Aslanian	Abstained
22. Classified Member, SBVC P&PR Committee preferred. Appointed by Classified Senate)	John Feist	Aye
23. CSEA Representative, CHC (appointed by CSEA)	<i>vacant</i>	n/a
24. CSEA Representative, SBVC (appointed by CSEA)	Yendis Battle	Absent
25. CTA Representative (appointed by CTA)	<i>vacant</i>	n/a
26. Associated Student Government President or designee, CHC	Madeline Boone	Abstained
27. Associated Student Government President or designee, SBVC	Paul Del Rosario	No
28. Black Faculty & Staff Association representative	Keynesia Buffong	Abstained
29. Latino Faculty Staff Administrators Association representative	Tahirah Simpson	No