



# INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

---

Meeting Minutes – February 24, 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 10:13 a.m.

## **II. Roll Call and Quorum**

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

## **III. Approval of Minutes 01-27-2022**

R. Hamdy moved to approve the minutes from 01-27-2022 with the change in VI.B.a. replace the word "updated" in the second sentence with "is working with TESS to update." J. Oxendine seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Huston, Mello, Hinrichs, Del Rosario

ABSTENTIONS: J. Feist

## **IV. Selection of Classified Quad-Chair**

G. Sosa to reach out to Diana Vaichis (CHC research) to accept the nomination and sit on the committee to fill the vacant seat. G. Sosa to report back at the next meeting.

## **V. Approval of IEAC Recommendation #2022-03 - Seat on the Institutional Effectiveness Advisory Committee for Vested Group - Asian Pacific Islander Association (APIA)**

E. Guillen moved to approve the recommendation to add APIA representation seat (appointed by APIA President) on IEAC. K. Harris seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Huston, Mello, Hinrichs, Del Rosario

ABSTENTIONS: None

## **VI. Update on Vice Chancellor of Educational and Student Support Services**

C. Crew reported the first level interviews are completed. Six finalists are moving forward to be interviewed by Chancellor's Cabinet, then finalizing with the Chancellor. This position should be filled by mid-April.

## **VII. Institutional Effectiveness Updates**

### **A. SBVC – Celia Huston/Joanna Oxendine**

J. Oxendine reported SBVC is currently working on the vision, mission, vision, and values revisioning. Feedback has been good, and they are pulling in student voices. SBVC Ed Master Plan webpage will be updated to allow community feedback.

### **B. CHC – Keith Wurtz/Gio Sosa**

G. Sosa commented both colleges are doing parallel work and working with the consultants. CHC has tentative dates for CBT visits in April and May, and CHC is currently identifying internal and external groups that CBT requested.

## **VIII. Prioritizing Topics**

The committee discussed the purpose of IEAC and future work that needs to be done to be beneficial districtwide. R. Hamdy recommended adding Data Accessibility. The committee discussed holding a space for the HR DEIA committee with the data to make effective changes. K. Wurtz recommended removing Curriculum and place, outcomes processes, and student access to Student Success. D. Burns-Peters recommended partnering with many committees to promote Data Accessibility/ Training districtwide.

R. Hamdy motioned that IEAC focuses on Data Accessibility/Training as the working part of IEAC. J. Oxendine seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Huston, Mello, Hinrichs, Del Rosario

ABSTENTIONS: None

K. Yarbrough commented there is a need for accreditation support. C. Crew reported the Vice Chancellor of Educational and Student Support Services would also be the DSO Accreditation Liaison.

## **IX. CRM Software Purchase Timeline**

L. Bixler reported there are three distinct types of CRMs. We are using Starfish for student retention, and what was found is that Starfish can be used for recruitment. The team is in the exploring process but is anticipating the use of Starfish for recruitment.

## **X. Other Items**

### **A. DSO Program Review Resource Requests (information only)**

C. Crew reported the support of the resource request was exceptional. C. Crew reviewed the process of voting and ranking of the DSOPPRS. C. Crew reported the results would be information to Chancellor's Council and then submitted to Chancellor's Council for final funding approval.

B. Reporting the Summary of Discussion/Actions from Meetings

C. Crew recommended the confirmation of dissemination of IEAC information besides the districtwide email that H. Ford distributes.

**XI. Next Meeting**

Thursday, March 24, 2022, at 11:30 a.m.

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

**IX. Adjournment**

The meeting adjourned at 11:30 a.m.

Final meeting minutes approved by IEAC \_\_\_\_\_, 2022

Heather Ford, Executive Assistant  
SBCCD, Office of the Chancellor



## Institutional Effectiveness Advisory Committee (IEAC)

**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	
2	District Director Research, Planning & Institutional Effectiveness, Chief Technology Officer	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, CHC	Joanna Oxendine	CHC	MAN	Present
6	Human Resources Representative (appointed by VC HR)	Karla Zaragoza	DSO	CONF	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	Absent
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	Present
15	Professional Development Coordinator or designee, CHC	Kashaunda Harris	CHC	MAN	Present
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	CONF	Present
18	CSEA Representative, CHC (appointed by CSEA)	Vacant	CHC	CLA	
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 BFSA)	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	Lauren Ashlock	CHC	STU	Present
25	Associated Student Government President or designee, SBVC	Paul Del Rosario	SBVC	STU	Absent

## IEAC Formal Vote

IEAC Recommendation #2022-03 | Seat on IEAC for Vested Group – Asian Pacific  
Islander Association

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	Absent
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	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> )	Artour Aslanian	Aye
18. CSEA Representative, SBVC ( <i>appointed by CSEA</i> )	Kay Dee Yarborough	Aye
19. CSEA Representative, DSO ( <i>appointed by CSEA</i> )	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