



Institutional Effectiveness Advisory Committee (IEAC)
 Meeting Agenda and Packet - April 28, 2022 at 10:00 a.m.
 Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

- I. **CALL TO ORDER** (*Christopher Crew*)
- II. **ROLL CALL AND QUORUM CONFIRMATION** (*Heather Ford*)
- III. **APPROVAL OF MINUTES**
 - A. IEAC 02-24-2022 Minutes
- IV. **INTRODUCTION OF VICE CHANCELLOR EDUCATIONAL & STUDENT SERVICES, NOHEMY ORNELAS** (*Christopher Crew*)
- V. **SELECTION OF CLASSIFIED QUAD-CHAIR** (*Christopher Crew*)
 - Classified (current academic year, vacant)
 - Faculty (current academic year, Celia Huston)
 - Administrative (by position, Christopher Crew)
 - Administrative (by position, Nohemy Ornelas)
- VI. **CHANGING MEETING PATTERN AS OF FALL**
- VII. **INSTITUTIONAL EFFECTIVENESS / EDUCATIONAL MASTER PLANNING PROJECT UPDATES**
 - A. **SBVC - Celia Huston/Joanna Oxendine**
 - B. **CHC - Keith Wurtz/Gio Sosa**
- VIII. **DATA ACCESSIBILITY** (*Giovanni Sosa/Joanna Oxendine*)
 - A. Review of sample questions
- IX. **REVIEW OF TOPIC PRIORITY LIST** (*Celia Huston*)
- X. **REVIEW OF COMMITTEE EVALUATION RESULTS** (*Christopher Crew*)
- XI. **OTHER ITEMS** (*Christopher Crew*)
- XII. **NEXT MEETING** (*Christopher Crew*)
 - A. Thursday, May 26, 2022, at 10:00 a.m.
 Via Zoom: <https://cccconfer.zoom.us/j/91201139260>
- XIII. **ADJOURNMENT**
 (*Christopher Crew*)

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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

DRAFT



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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (SBCCD)

Educational Master Planning Project

April 15, 2022 Update

The Educational Master Planning Project for SBCCD and its two colleges, Crafton Hills College (CHC) and San Bernardino Valley College (SBVC), is well underway. The *Collaborative Brain Trust (CBT)* was engaged by the District to provide technical support services and facilitation for the colleges as they develop their next five-year Educational Master Plans (EMPs). Christopher Crew, Interim Director of Research, Planning, and Institutional Effectiveness, serves as the District liaison to CBT for the project.

The two college Educational Master Plan Committees (EMPCs) and the CBT team have been hard at work in *Phase I – Discovery Phase* of the project, working with the EMPC chairs, Gio Sosa (CHC) and Joanna Oxendine (SBVC). The three phases of the project, and their respective timelines, are outlined below. The project will continue throughout 2022, with *Strategic Directions* and *Supporting Actions* developed by each college by late Fall. The project completes in November, with draft five-year plans for each college scheduled to go to the Board of Trustees in December.

During the month of April, the CBT team held “listening sessions” with **internal** stakeholders at each college and in District Support Operations (DSO) to hear ideas and perspectives from a wide array of participatory governance groups, students, and other individuals across the District of their views of highest priority needs for each college over the next five years. Each college is also looking at surveys to be conducted before faculty and students complete the academic year. In May, the CBT team will meet with **external** stakeholders to gain a more comprehensive understanding of the communities served by each college, and the needs of prospective students, employers, residents, and the colleges’ community partners.

Phase I will conclude in May. The project’s three phases and timeline are listed below.

Project Phases and Timeline

The project’s three phases and timeline are as follows:

- Phase I – Discovery Phase: Data Collection, Analysis, Synthesis (Dec 2021 – May 2022)
- Phase II – Portfolio Development and Planning Assumptions (May – Sept 2022)
- Phase III – Setting Five-Year Strategic Directions & Supporting Actions (Oct– Nov 2022)

Each month (mid-month) a one-page update like this one will be posted to the District and colleges’ websites to keep everyone apprised of the project’s activities and progress. A one-page Project Overview and other documents from the project can also be found there. Anyone can provide input at any time to their respective EMPC representative(s). The next monthly update will be mid-May.

Who is accessing data and how frequently?

What is your location?

What is your affiliation?

What percentage of your time is spent reviewing data?

What percentage of your time is spent analyzing at data?

How often do you use data for decision making?

How important is Data to your daily work?

How do you access data?

I ask my Institutional Research Office

Dashboards available on SBCCD/CHC/SBVC websites

State Chancellor Dashboards

Informer

Colleague

Starfish

SARS

MIS

NeoGov

DataMart

Other(s): Please specify

What student-level data are you accessing?

Demographics (e.g., age, race, gender)

Financial Aid (e.g. award amount, type of aid)

Status (e.g., full-time vs. part-time)

Unit accumulation

Transfer ready

Graduation status

Education Goals

High School GPA

Math/English Placement

Satisfaction

Mental health

Other(s): Please specify

What course-level data are you using?

- Section enrollments
- Enrollments by course type
- Efficiency/Productivity data
- FTES totals
- Other(s): please specify

How are you using data?

- To complete State Reports
- To improve department polices and procedures
- Enrollment management
- Program Review
- Resource Requests
- Course enhancements
- SLOs
- PLOs
- Accreditation
- Other(s): please specify

Please list your top 5 data needs.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Would you attend a professional development workshop on data literacy?

- Yes
- No

Would you be willing to become a data literacy coach?

- Yes
- No

ESTABLISHING IEAC TOPIC PRIORITY

INSTITUTIONAL EFFECTIVENESS

- District adherence to state attendance/apportionment accounting policies and procedures.
- Efficacy and efficiency of research request form and process, including timeliness of completion
- Effectiveness of structural changes to committee and advisory committees

STUDENT SUCCESS

- Are the solutions that TESS has developed helping the district with student learning and student success?
- The effectiveness of the Free College Promise Program
- Student view of campus: is it a safe space, are they represented, etc.
- Students who "Job Out" by getting hired in their field prior to completing degree or certificate.
- Students who are "Skill Builders" enrolled in single course or series of courses to further employment opportunities.
- Outcomes and outcomes assessment processes (support and learn from them)
- Student employment after college within their field of study.
- Identification of instructional processes that could help make content more accessible to students. – Support office of Accessibility (not sure if this name is correct).

DISTANCE EDUCATION

- Distance Education success rates
- Student satisfaction with the education received in comparison to F2F instruction.
- Relationship between student success in Online courses and instructor training and course design

DIVERSITY, EQUITY, AND INCLUSION

- Success of DEIA work
- DEI training for employees and how the district can support given the addition of the DEI Director

DATA

- Accessibility
- Literacy

CATEGORY	COMMITTEE RANKING
DATA ACCESSIBILITY AND LITERACY	1
INSTITUTIONAL EFFECTIVENESS	
STUDENT SUCCESS	
DISTANCE EDUCATION	
CURRICULUM	
DIVERSITY, EQUITY, AND INCLUSION	



Institution Effectiveness Advisory Committee Self-Evaluation, 2021-2022

Q1 - What is your primary location?

Item #	Answer Choice	Percent	Count
1	CHC	14.29%	1
2	SBVC	28.57%	2
3	District	57.14%	4
Total		100%	7

Q2 - What constituency group are you representing on this committee?

Item #	Answer Choice	Percent	Count
1	Administrator/Supervisor	42.86%	3
2	Classified/Confidential	42.86%	3
3	Faculty	14.29%	1
4	Student	0.00%	0
5	Other	0.00%	0
Total		100%	7

Q3. How many years have you worked or been a student (if you are a student rep.) in the district?

Item #	Answer Choice	Percent	Count
1	Less than a year	0.00%	0
2	1-3	14.29%	1
3	4-7	42.86%	3
4	8-10	14.29%	1
5	11 or More	28.57%	2
Total		100%	7

Q4. How many years (total) have you served on this committee?

Item #	Answer Choice	Percent	Count
1	Less than a year	42.86%	3
2	1-3	28.57%	2
3	4-7	28.57%	2
4	8-10	0.00%	0
5	11 or More	0.00%	0
Total		100%	7

Q5. How many other district committees did you serve on this year?

Item #	Answer Choice	Percent	Count
1	0	0.00%	0
2	1	28.57%	2
3	2	14.29%	1
4	3	28.57%	2
5	4 or more	28.57%	2
Total		100%	7

SUMMARY OF SELF-EVALUATION QUESTIONS (SCALE 1 – 5):

✚ The range of responses was Strongly disagree to Strongly agree (scale 1-5).

✚ This is true of all questions below (6-15).

Item #	Question	Minimum	Maximum	Mean	Total Count
Q6	Constituency groups are adequately represented for the purposes of this committee	3.00	5.00	4.43	7
Q7	Meetings are well attended by constituency groups.	2.00	5.00	3.86	7
Q8	The roles and responsibilities of each committee member are clear.	3.00	5.00	4.00	7
Q9	The committee promotes the shared values, mission, and goals among the Colleges and the District.	3.00	5.00	4.29	7
Q10	The committee provides effective communication (e.g., accurate, relevant, timely, accessible, clear, and concise) on relevant information for decision-making.	3.00	5.00	4.29	7

Question	Strongly disagree (1)	Disagree (2)	Neither agree nor disagree (3)	Agree (4)	Strongly agree (5)	Total	Mean
Q6	0 0.00%	0 0.00%	1 14.29%	2 28.57%	4 57.14%	7	4.43
Q7	0 0.00%	1 14.29%	1 14.29%	3 42.86%	2 28.57%	7	3.86
Q8	0 0.00%	0 0.00%	3 42.86%	1 14.29%	3 42.86%	7	4.00
Q9	0 0.00%	0 0.00%	2 28.57%	1 14.29%	4 57.14%	7	4.29
Q10	0 0.00%	0 0.00%	1 14.29%	3 42.86%	3 42.86%	7	4.29

Scale: 1= Strongly disagree; 2= Disagree; 3= Neither A nor DA; 4= Agree; 5= Strongly agree.

Item #	Question	Minimum	Maximum	Mean	Total Count
Q11	The committee promotes a climate of openness and transparency (e.g., ongoing communication, opportunities for two-way communication regarding discussion, plans and polices).	4.00	5.00	4.57	7
Q12	Discussions were facilitated in a way that provided adequate opportunities for all constituency groups to participate.	2.00	5.00	4.43	7
Q13	Decisions were made in a manner appropriate for this committee.	2.00	5.00	4.14	7
Q14	I feel that the working relationships among the members of the committee are professional, respectful, and collegial.	2.00	5.00	4.43	7
Q15	The members of the committee support diverse opinions, ideas, and action of others.	2.00	5.00	4.29	7

Question	Strongly disagree (1)	Disagree (2)	Neither agree nor disagree (3)	Agree (4)	Strongly agree (5)	Total	Mean
Q11	0 0.00%	0 0.00%	0 0.00%	3 42.86%	4 57.14%	7	4.57
Q12	0 0.00%	1 14.29%	0 0.00%	1 14.29%	5 71.43%	7	4.43
Q13	0 0.00%	1 14.29%	0 0.00%	3 42.86%	3 42.86%	7	4.14
Q14	0 0.00%	1 14.29%	0 0.00%	1 14.59%	5 71.43%	7	4.43
Q15	0 0.00%	1 14.29%	0 0.00%	2 28.57%	4 57.14%	7	4.29

Scale: 1= Strongly disagree; 2= Disagree; 3= Neither A nor DA; 4= Agree; 5= Strongly agree.

Q16 - Please indicate all means in which you communicate committee decisions/discussions to your constituency group.:

Item #	Answer Choice	Percent	Count
1	In-person	21.05%	4
2	Email	31.58%	6
3	College/District website	15.79%	3
4	Updates in committee meetings	31.58%	6
5	Other	00.00%	0
	Total	100%	19

COMMENTS

Q17 - Please enter the improvement(s) most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

Good start to the first year of the IEAC. Would like to see more ways to ensure that all committee members are contributing to the success of the committee. This is a very collaborative group and with a little more work we can really do something special for the district.

IEAC has strong ideas to make this stronger for districtwide benefit. i.e. data housing.