



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – September 22, 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 4-28-2022

C. Crew moved to approve the minutes from 04-28-2022. K. Harris seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Horton, Brown

ABSTENTIONS: None

IV. Review of IEAC Charge

IEAC Charge

The Institutional Effectiveness Advisory Committee (IEAC) aids in the districtwide integration of institutional planning, resource allocation, program review, and the technology strategic plan.

Functions

- Support the colleges' Institutional Effectiveness processes.
- Be a resource and support the accreditation processes at the colleges and ensure related accreditation district entities (e.g., HR, Business Services, TESS) are meeting accreditation requirements.
- Recommend institutional priorities for inclusion into [the District] integrated planning and resource allocation.
- Ensure the colleges' Educational Master Plans inform the development of the DSO Strategic Plan.
- Develop and monitor implementation of the DSO Strategic Plan, ensuring that the District Strategic Plans (i.e., HR and TESS) align with the DSO Plan.
- Monitor 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.
- Facilitate communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.
- Develop mechanisms (e.g., self-surveys and rubrics) to assess effectiveness of district-level committees.
- Disseminate information and make recommendations to Chancellor's Council as appropriate.
- Provide a status report for institutional plans to the Chancellor's Council.
- Reviewing the recommendations of the IEAC subcommittees (Academic Calendar Subcommittee, TESS Subcommittees, DSO Planning & Program Review Subcommittee, etc.) and move them forward to Chancellor's Council as appropriate.

K. Wurtz moved to approve the revised charge with the addition noted. D. Burns Peters seconded the motion.

AYES: Unanimous present
NOES: None
ABSENT: Humble, Horton, Brown
ABSTENTIONS: None

V. Review the IEAC Organization

N. Ornelas review the IEAC organization.

VI. Review the IEAC Membership

Selection of Classified Quad-Chair

R. Hamdy nominated Christie Gabriel-Millette for the classified quad chair.
R. Hamdy nominated Celia Huston as the faculty quad chair.

R. Hamdi moved to approve the nominated faculty and classified quad chair. E. Guillen seconded the motion.

AYES: Unanimous present
NOES: None
ABSENT: Humble, Horton
ABSTENTIONS: None

VII. Review 2021-22 Pending Items

A. Academic Calendar Subcommittee Notes and Summary Discussions

C. Crew reviewed the work of the Academic Calendar Subcommittee. The committee discussed identifying fall break to include the Thanksgiving Holiday to signify to students that the campuses are closed.

C. Crew reported the academic calendars will go to the October meeting of Chancellor's Council as an information item and to October meeting of Board of Trustees for final approval.

VIII. Review IEAC 2022-23 Goals

R. Hamdy has a concern regarding goal #7, with having goals that might be in the oversight of other committees. C. Huston reported ACCJC has proposed committee standards and we should incorporate the standards into the committee evaluation survey. C. Crew recommended DECC to present to IEAC. N. Ornelas recommended having regular updates from subcommittees on the monthly agenda. N. Ornelas recommended meeting with IEAC quad chairs and subcommittee chairs to understand the process of communication from the subcommittees to IEAC.

Members to email their recommended goal revisions and bring back next meeting.

IX. Data Accessibility Survey

Crew will send out timeline to committee members.

X. IEAC Recommendation #2022-09 Establish a Districtwide Enrollment Management Committee

N. Ornelas review the recommendation to establish an Enrollment Management Committee.

Crew moved to approve IEAC Recommendation #2022-09 with correction of employees' titles, change committee to subcommittee, and remove the draft watermark. C. Huston seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Humble, Horton

ABSTENTIONS: None

XI. Future Meetings

XII. Next Meeting

Thursday, October 27, 2022, at 10:00 a.m.

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

IX. Adjournment

The meeting adjourned at 11:44 a.m.

Final meeting minutes approved by IEAC October 27, 2022

Heather Ford, Senior Executive Administrative Assistant
SBCCD, Office of the Chancellor

IEAC Formal Vote

IEAC Recommendation #2022-09 | Establish a Districtwide Enrollment Management Subcommittee
FORMAL VOTE 09/22/2022

Representation	Member	Vote
1. VC, Educational and Student Support Services	Nohemy Ornelas	aye
2. District Director Research, Planning & Institutional Effectiveness	Christopher Crew	aye
3. Chief Technology Officer	Luke Bixler	aye
4. Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa	aye
5. Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	aye
6. Human Resources EEO Representative	Aysia Brown	aye
7. Faculty, CHC	Jeff Schmidt	aye
8. Faculty, SBVC	Davena Burns-Peters	aye
9. Management, CHC	Keith Wurtz	aye
10. Management, SBVC	Dina Humble	absent
11. Management	vacant	n/a
12. Accreditation Committee Chair, CHC	Keith Wurtz	aye
13. Accreditation Committee Chair, SBVC	Celia Huston	aye
14. Classified, CHC	Ola Sabawi	aye
15. Classified, SBVC	John Feist	aye
16. Professional Development Coordinator or designee, CHC	Kashaunda Harris	aye
17. Professional Development Coordinator or designee, SBVC	Rania Hamdy	aye
18. Confidential Group	Heather Ford	aye
19. CSEA Representative, CHC	Ruby Zuniga	aye
20. CSEA Representative, SBVC	Christie Gabriel	aye
21. CSEA Representative, DSO	Myung Koh	aye
22. CTA	Byron Williams	aye
23. Black Faculty & Staff Association	Allan Erving & Ariel Davis	aye
24. Latino Faculty, Staff, & Administrators Association	Ty Simpson Proxy: Ernest Guillen	aye
25. Associated Student Government President or designee, CHC	Savannah Horton	absent
26. Associated Student Government President or designee, SBVC	Byron Stafford proxy: Nelva Ruiz Martinez	aye
27. Asian Pacific Islander Association	Jimmy Grabow	absent
28. Police Officer Association	vacant	n/a