



Institutional Effectiveness Advisory Committee (IEAC)
 Meeting Agenda and Packet December 8, 2022 10:00 am
 Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

- I. **CALL TO ORDER**
(Nohemy Ornelas)
- II. **ROLL CALL/QUORUM CONFIRMATION**
(Heather Ford)
- III. **APPROVAL OF MINUTES**
(Nohemy Ornelas)
 - A. IEAC 10-27-2022 Minutes
- IV. **COMMON APPLICATION UPDATE**
(Luke Bixler)
- V. **ACCESSIBILITY SURVEY SENT ON NOVEMBER 14, 2022**
(Christopher Crew)
- VI. **UPDATE ON COMMITTEE EVALUATION SURVEY**
(Christopher Crew)
- VII. **EMP UPDATE**
 - A. SBVC
(Joanna Oxendine)
 - B. CHC
(Gio Sosa)
- VIII. **REVIEW THE IEAC CHARGE**
(Nohemy Ornelas)
- IX. **REVIEW THE IEAC GOALS**
(Christopher Crew)
- X. **FUTURE MEETINGS**
(Nohemy Ornelas)
- XI. **NEXT MEETING**
 - A. Thursday, January 26, 2022 at 10:00 a.m.
 Via Zoom: <https://cccconfer.zoom.us/j/91201139260>
- XII. **ADJOURNMENT**
(Nohemy Ornelas)





INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – October 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 10:06 a.m.

II. Roll Call and Quorum

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

III. Approval of Minutes 4-28-2022

J. Oxendine moved to approve the minutes from 09-22-2022. D. Burns-Peters seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Wurtz, Humble, Harris, Williams, Guillen, Horton

ABSTENTIONS: None

IV. Review IEAC 2022-23 Goals

N. Ornelas review the revised goals based on the previous IEAC meeting.

C. Huston moved to approve the revised charge with the addition noted. J. Feist seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Wurtz, Humble, Harris, Williams, Guillen, Horton

ABSTENTIONS: J. Oxendine

V. Data Accessibility Survey

N. Ornelas reviewed that the quad chairs met. The survey is ready to be released on Monday, October 31, 2022, and will be available for two weeks.

VI. Review BP/AP 3225 Institutional Effectiveness

N. Ornelas reviewed the updated legal changes and will follow the collegial consultation. It will go to PPAC in November. D. Burns-Peters inquired if this should be more specific in terms of diversity, equity, and inclusion. In addition, does IEAC have the capacity to relate diversity, equity, and inclusion directly to

the IEAC charge. N. Ornelas reported we have a BP/AP for diversity, equity, and inclusion. N. Ornelas reported our goals and charge needs to be sensitive and actionable/operation plan to diversity, equity, and inclusion. C. Huston reported this will be prominent in accreditation as well.

R. Hamdy asked IEAC to review the IEAC goals and charge for possibilities to include diversity, equity, and inclusion. H. Ford will send out the charge, goals to review the intent and operationalize diversity, equity, and inclusion. This will be reviewed at a future meeting.

VII. DSO Plan

N. Ornelas reported the draft of the colleges' EMP strategic priorities and actions will be completed next week. Currently, C. Crew is developing a draft for the timeline for DSO support plans. This will be shared with the IEAC at the December meeting. C. Crew will also draft the crosswalk of how all SBCCD plans connect and their relation to the Vision for Success.

VIII. Update on Enrollment Management Subcommittee

N. Ornelas reported Chancellor's Council tabled this item due to lack of quorum. It will be presented to Chancellor's Council again at the November 1st meeting. D. Burns-Peters recommended this committee works closely with the campus committees. D. Burns-Peters commented this roster is administrator heavy and not inclusive or faculty and classified staff. R. Hamdy commented that enrollment management committees have been viewed as a marketing function when it is not marketing. It entails schedule, student welcome, open access, retention, etc. SBCCD would benefit if this committee does not operate as a marketing committee. D. Burns-Peters commented this committee should include new Student Equity and Educational Master Plans. R. Hamdy commented marketing is a piece but not what this committee encompasses as a whole. D. Burns-Peters commented enrollment management is deeply rooted throughout the new student equity plans and ed master plans. It is not just the marketing piece, it goes through every aspect as to what we do, interaction with students, safe spaces, etc. A holistic approach.

R. Zuniga asked regarding the Emergency Conditions Allowance: is the \$5 million going to campuses or to the district or both? D. Burns-Peters asked for any support with questions regarding the budget and enrollment management. How is it decided, how do we get input, and where do we get say?

IX. Campus Updates

- A. EMPs Update – G. Sosa reported CHC has made significant work on the work with CBT (consultant) and the analytical underlining theme helping identify the corresponding strategic directions. J. Oxendine reported the SBVC held 4 or 5 after the work sessions with CBT. They have added additional members of about 35 faculty, staff, administrators, and students to narrow down supporting actions, had a campus and community meeting that garnered feedback from the campus and service community. This allowed to identify gaps. SBVC has had significant engagement and opportunities for feedback.

- B. Institutional Effectiveness Update – G. Sosa reported CHC’s revisiting institutional outcomes input from across the campus. Identifying themes, room for improved, and additional support in doing the SIO work. Another priority is the student level, starting next semester the local institutional plan will be in effect. Every course will have institutional student level data submitted. Currently they are piloting this with selected faculty. C. Huston reported SBVC is changing their program review.
- C. Accreditation Update – G Sosa reported CHC has most of shared governance committees have reviewed the new standards and how to proceed forward. This includes submitting thoughts to ACCJC. CHC is identifying gaps and to develop key strategy to address them. Closing gaps with the eye of equity. C. Huston reported SBVC is updating accreditation cycle due to ISERs needing to be submitted early.

X. Subcommittee Reports

No reports

XI. Next Meeting

Thursday, December 8, at 10:00 a.m.

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

IX. Adjournment

The meeting adjourned at 11:15 a.m.

Final meeting minutes approved by IEAC _____, 2022

Heather Ford, Executive Assistant
SBCCD, Office of the Chancellor



Institutional Effectiveness Advisory Committee

Charge

The Institutional Effectiveness Advisory Committee (IEAC) aids in the districtwide integration of institutional planning [that will incorporate diversity, equity, and inclusion into](#) 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.



Institutional Effectiveness Advisory Committee



2022-2023 IEAC Goals

1. Administer a District data accessibility survey. ~~(release in early September)~~
2. Request an update on the common application.
3. Track the development of the Educational Master Plans.
4. Create a crosswalk that will unify the EMPs, DSO Support Plan, and the Board Strategic Plan.
5. ~~Create a new~~ Improve committee evaluation survey to assess the effectiveness of SBCCD's governance structure.
6. ~~Receive updates on SBCCD's the~~ Strategic Goals and Objectives and all subcommittees that directly report to IEAC.
- 6.7. Collaborate with subcommittees to be a resource to support their efforts and move recommendations as appropriate.
7. ~~Have ongoing discussions about the other topics~~
 - a. ~~Institutional Effectiveness~~
 - b. ~~Student Success~~
 - c. ~~Distance Education~~
 - d. ~~Diversity, Equity, Inclusion~~
8. The IEAC will work to facilitate the development of a shared district-wide definition of DEIA and make this information prominent on the district website.

