



San Bernardino Community College District
Institutional Effectiveness Advisory Committee (IEAC)
Meeting
January 26, 2023
10:00 am-11:30 am Pacific Time

- I. **CALL TO ORDER**
(*Nohemy Ornelas*)
- II. **ROLL CALL/QUORUM CONFIRMATION**
(*Heather Ford*)
- III. **APPROVAL OF MINUTES**
(*Nohemy Ornelas*)
 - A. IEAC 12-08-2022 Minutes
- IV. **DATA ACCESSIBILITY SURVEY THEMES**
(*Christie Gabriel*)
- V. **EMP UPDATE**
 - A. SBVC
(*Joanna Oxendine*)
 - B. CHC
(*Gio Sosa*)
- VI. **DSO SUPPORT PLAN UPDATE**
(*Christopher Crew*)
- VII. **ENROLLMENT MANAGEMENT SUBCOMMITTEE UPDATE**
(*Nohemy Ornelas*)
- VIII. **STRATEGIC PLAN PROGRESS UPDATE**
(*Christopher Crew*)
- IX. **DEIA DEFINITION MEMO**
- X. **DSO PLANNING & PROGRAM REVIEW SUBCOMMITTEE UPDATE**
(*Christopher Crew*)
- XI. **ACADEMIC CALENDAR SUBCOMMITTEE UPDATE**
(*Christopher Crew*)
- XII. **APPROVE THE IEAC CHARGE AND GOALS (final read)**
(*Nohemy Ornelas*)
- XIII. **FUTURE MEETINGS TOPICS**
(*Nohemy Ornelas*)
- XIV. **NEXT MEETING**
 - A. Thursday, February 23, 2023, at 10:00 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>
- XV. **ADJOURNMENT**

(Nohemy Ornelas)



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – December 8, 2022, 10:00 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

I. Call to Order

N. Ornelas 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. Schmidt recommended the following changes:

Section sic, first paragraph – ...reported that our goals and charge need to be representative of a sensitive and actionable plan...

Section 9. C. ...G. Sosa reported most of CHC shared governance committees have reviewed the new...

J. Schmidt moved to approve the minutes from 10-27-2022 with changes as noted above. A. Brown seconded the motion.

AYES: Unanimous with corrections noted above.

NOES: None

ABSENT: Wurtz, Humble, Huston, Harris, Hamdy, Horton, Grabow, Sabawi

ABSTENTIONS: None

IV. Common Application Update

L. Bixler reported this project allows students to apply to college with one application but allows the student to register for classes at both campuses. The steering committee kicked off the project in April 2022. Currently, we have 277 students that used the application. N. Ornelas reported the application will default to the student's home college's rules such as priority registration. N. Ornelas will revisit priority registration with the steering committee. Phase two will include any revisions and/or adjustments needed.

V. Data Accessibility Survey

C. Crew reported the survey was sent November 14, 2022. The survey is still open as data is still being collected. R. Zuniga mentioned that some might be missing the email due to the "Outlook Clutter Folder". L. Bixler reported TESS whitelisted the email and will work further to delivering email to the primary inbox. District employees should be watchful of the Outlook

Clutter/Other inbox for the survey link if they have not received it in their primary Outlook inbox.

VI. Update on Committee Evaluation Survey

C. Crew reported he will release the committee evaluation survey for IEAC review, suggestions, and revisions. C. Crew would like to committee to capture the sentiment within the Chancellor's Council Constitution and apply it to the committee evaluation survey. D. Burns Peters would like faculty feedback, assessing and connecting to the overall governance structure of the district, local campuses, and the DEIA work. In addition, include the academic senates for understanding and feedback.' N. Ornelas clarified each campus and DSO send committee evaluation surveys to each respective committee. N. Ornelas would like to provide a continuous annual report to Chancellor's Council of this districtwide work.

VII. EMP Update

A. SBVC

J. Oxendine reported they are on target to have feedback to CBT (consultant) next week. The steering committee met last week to review the feedback they received. They will be making the final revisions and sending it back to CBT by deadline (December 15.. This will allow College Council to review one more time.

B. CHC

G. Sosa reported CHC are on target. They have spent a lot of time focused on the strategic direction and supporting actions. They are at the point of having a solid draft. Last week they had an open forum for feedback. The steering committee will review the feedback and make final edits to the draft then submit to CBT by deadline (December 15).

Crew reported a crosswalk will be developed to unify the EMPs, DSO Support Plan, and the SBCCD's Strategic Plan.

VIII. Review IEAC Charge

N. Ornelas reported the co-chairs added diversity, equity, and inclusion within the charge. There were no additional revisions by the committee. This will be an action item at the January meeting.

IX. Review IEAC Goals

C. Crew reviewed the changes made by the committee at the last meeting. There were no additional revisions by the committee. This will be an action item at the January meeting

X. Future Agenda Items

- January 2023 – Action Agenda:
 - IEAC Charge (final approval)
 - IEAC Goals (final approval)
- Data Accessibility Survey Themes
- Common Application Update
- Management Evaluations (VC Ornelas to reach out to VC Hannon to follow up).

XI. Next Meeting

Thursday, January 26, 2023, at 10:00 a.m.



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

IX. Adjournment

The meeting adjourned at 11:00 a.m.

Final meeting minutes approved by IEAC _____, 2022

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

DRAFT



Institutional Effectiveness Advisory Committee (IEAC) Notification of Action to Chancellor's Council

To: Diana Z. Rodriguez, Chancellor

Date: 02/07/2023

From: Institutional Effectiveness Advisory Committee

Re: IEAC Notification of Action – Meeting of January 26, 2023

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

At the IEAC meeting on January 26, 2023, IEAC members voted approval/support of the following three items:

1. Approval of IEAC Charge Revision (as redlined below):

IEAC 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.



Institutional Effectiveness Advisory Committee (IEAC) Notification of Action to 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.

2. Approval of IEAC Goals (as redlined below)

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.

Sincerely,

Nohemy Ornelas, Christopher Crew, Celia Huston, Christie Gabriel-Millette
IEAC Quad-Chairs