INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – February 23, 2023, 10:00 a.m.
Via Zoom: https://cccconfer.zoom.us/j/91201139260

I.   Call to Order

N. Ornelas called the meeting to order at 10:04 a.m.

II.   Roll Call and Quorum

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

III.   Approval of Minutes 01-23-2023

J. Schmidt moved to approve the minutes from 01-26-2023. Byron Williams seconded the motion.

AYES: Unanimous present
NOES: None
ABSENT: Brown, Humble, Harris, Hamdy, Erving, Horton, Grabow
ABSTENTIONS: Simpson

IV.   THEME FROM DATA ACCESSIBILITY SURVEY
C. Gabriel-Millette and V. Wu presented

Next steps: what do we do with this information/data?
C. Crew recommended compiling the data and making it available to the district.
G. Sosa commented this aligns with data coaching efforts at CHC.

V.   Common Application Update
L. Bixler presented the project summary, Allow students to apply to one college and register for courses at both colleges. Project completed October 2022.

Current Status

SBCCD Common Application Dashboard
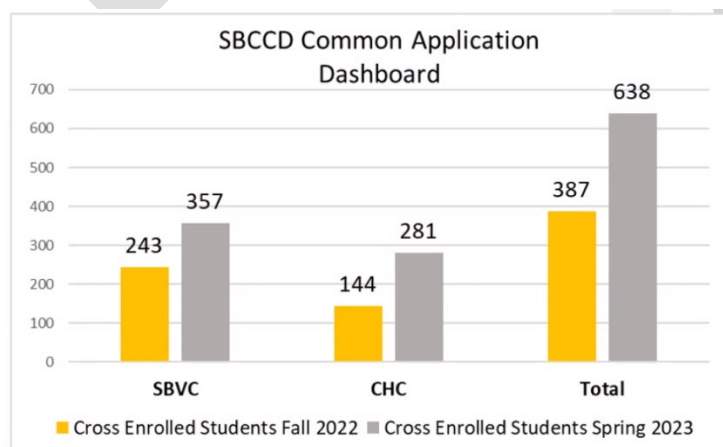
Phase II:
- Ongoing Course Review between colleges.
- Laserfiche to CCCApply Assessment Submission.

VI. EMP Update

    A. SBVC

S. Homier reported that the SBVC committee met yesterday to discuss how the DSO Support Plan will support SBVC. They are on target for the full EMP to go to board for final approval in May.

    B. CHC

G. Sosa reported CHC committee has a solid draft. They are in the process of different tasks force, individuals, departments, etc., to review. March will send out the document with all the senates, then submit to CHC Council and move forward with the board's final approval.

VII. DSO Support Plan Update

C. Crew reported the DSO will meet next week to create the strategic directions and supporting actions. Day two will include leadership and campus EMP committees to craft DSO Support Plan. Track progress on the district website, www.sbccd.edu.

VIII. Strategic Plan Progress Update

IX. Review Committee Evaluations Instrument

C. Huston reviewed the self-evaluation survey 2021-22. C. Crew to send out results from last year to the committee. The committee will review and add layers if needed.   Easy ways to complete the survey and communicate anonymity. C. Crew reported participation is low. He will reach out to each committee to show them the survey and acknowledge the results are anonymous. T. Simpson commented staff and faculty are inundated with surveys.

Next steps:
- Send out the survey results to IEAC
- Review results to revise any areas
- Assure anonymity and look for easy ways to complete a live survey.

X. Districtwide Enrollment Management Subcommittee Update

N. Ornelas reported the subcommittee's next meeting is March 6 from 2:00 – 3:00 p.m. Continued topics will be the work of this subcommittee and the overarching work of a subcommittee within the shared governance process.

D. Burns Peters asked to be a part of creating a master calendar for all district/campus committee meetings.

XI. DSO Planning & Program Review Subcommittee Update

C. Crew reported only one program request had been submitted by EDCT. C. Crew will report out at CHC Academic Senate on March 7, and D. Burns Peters will report out at SBVC Academic Senate on March 7.

XII.   Academic Calendar Subcommittee Update

Juneteenth Memo - C. Crew reported Juneteenth is added, and there will be a formal collegial consult process as an informational item. DSO is working on updating the board policy. C. Crew reported there will be a formal announcement of this implementation. The memo will go to Chancellor's Council to be implemented.

T. Simpson moved to approve the Juneteenth Memo. B. Williams seconded the motion.

AYES: Unanimous present
NOES: None
ABSENT: Brown, Tumble, Harris, Hamdy, Erving, Horton, Grabow
ABSTENTIONS: None

XIII.   Future Meeting Agenda Items
- Invite G. Sosa to present regarding data coaching.
- Reschedule May meeting to beginning of the month due to finals.

XIV.   Next Meeting

Thursday, March 30, 2023, at 10:00 a.m.
Via Zoom: https://cccconfer.zoom.us/j/91201139260

IX. Adjournment

The meeting adjourned at 11:14 a.m.

Recorder:

Heather Ford
Senior Executive Administrative Assistant
Office of the Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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) One faculty member from each campus	
yes	3) Two persons from each site (CHC, SBVC, DSO)	
yes	4) Three of four constituent groups represented (faculty, classified, student, management)	

#	Role	Name	Site	Group		Status
1	VC, Educational and Student Support Services	Nohemy Ornelas	DSO	MAN	1	*Present*
2	1) District Director Research, Planning & Institutional Effectiveness	Christopher Crew	DSO	MAN	1	*Present*
3	2) Chief Technology Officer	Luke Bixler	DSO	MAN	1	*Present*
4	3) Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa	CHC	MAN	1	*Present*
5	4) Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	SBVC	MAN	1	*Present*
6	5) Human Resources EEO Representative *(appointed by VC HR)*	Aysia Brown	DSO	MAN	1	*Absent*
7	6) Faculty, CHC *(appointed by Academic Senate President)*	Jeff Schmidt	CHC	FAC	1	*Present*
8	7) Faculty, SBVC *(appointed by Academic Senate President)*	Davena Burns-Peters	SBVC	FAC	1	*Present*
9	8) Management, CHC *(Accreditation Liaison Officer. appointed by college president)*	Keith Wurtz	CHC	MAN	1	*Present*
10	9) Management, SBVC *(Accreditation Liaison Officer. appointed by college president)*	Dina Humble	SBVC	MAN	1	*Absent*
11	10) Management *(appointed by Management Association)*	vacant	DSO	MAN	1	*Vacant*
12	11) Accreditation Committee Chair, CHC	Keith Wurtz	CHC	MAN	1	*Present*
13	12) Accreditation Committee Chair, SBVC	Celia Huston	SBVC	FAC	1	*Present*
14	13) Classified, CHC *(appointed by Classified Senate President)*	Ola Sabawi	CHC	CLA	1	*Present*
15	14) Classified, SBVC *(appointed by Classified Senate President)*	John Feist	SBVC	CLA	1	*Present*
16	15) Professional Development Coordinator or designee, CHC	Kashaunda Harris	CHC	FAC	1	*Absent*
17	16) Professional Development Coordinator or designee, SBVC	Rania Hamdy	SBVC	FAC	1	*Absent*
18	17) Confidential Group *(by position, EA Office of the Chancellor)*	Heather Ford	DSO	CON	1	*Present*
19	18) CSEA Representative, CHC *(appointed by CSEA)*	Ruby Zuniga	CHC	CLA	1	*Present*
20	19) CSEA Representative, SBVC *(appointed by CSEA)*	Christie Gabriel	SBVC	CLA	1	*Present*
21	20) CSEA Representative, DSO *(appointed by CSEA)*	Myung Koh	DSO	CLA	1	*Present*
22	21) CTA *(appointed by CTA)*	Byron Williams	SBVC	FAC	1	*Present*

23	18) Black Faculty & Staff Association (appointed by BFSA President)	Allan Erving & Ariel Davis	SBVC	CLA	1	*Absent*
24	19) Latino Faculty, Staff, & Administrators Association (appointed by LFSAA President)	Ty Simpson Proxy: Ernest Guillen	CHC	CLA	1	*Present*
25	20) Associated Student Government President or designee, CHC	Savannah Horton	CHC	STU	1	*Absent*
26	21) Associated Student Government President or designee, SBVC	Byron Stafford proxy: Nelva Ruiz Martinez	SBVC	STU	1	*Present*
27	21) Asian Pacific Islander Association (appointed by APIA President)	Jimmy Grabow	CHC	CLA	1	*Absent*
28	21) Police Officer Association (appointed by POA President)	Vacant	DSO	CLA	0	*Vacant*
					27	
					19	