



San Bernardino Community College District
Institutional Effectiveness Advisory Committee (IEAC)
Meeting
March 30, 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 02-23-2023 Minutes
- IV. DISTRICTWIDE ENROLLMENT MANAGEMENT SUBCOMMITTEE (DEMS) UPDATE**
(Nohemy Ornelas)
 - A. Approval of Districtwide Enrollment Management Subcommittee Charge, Responsibilities, and Goals
- V. THEMES FROM DATA ACCESSIBILITY SURVEY**
(Christie Gabriel)
 - A. Data Coaching
(Gio Sosa)
- VI. EMP UPDATE**
 - A. SBVC
(Joanna Oxendine)
 - B. CHC
(Gio Sosa)
- VII. DSO SUPPORT PLAN UPDATE**
(Christopher Crew)
- VIII. REVIEW COMMITTEE EVALUATIONS INSTRUMENT**
(Celia Huston)
 - A. Review 2021-22 Results
- IX. DSO PLANNING & PROGRAM REVIEW SUBCOMMITTEE UPDATE**
(Christopher Crew)
- X. ACADEMIC CALENDAR SUBCOMMITTEE UPDATE**
(Christopher Crew)
 - A. IEAC Juneteenth Memo to Chancellor's Council
 - B. BP & AP 4010 Academic Calendar
- XI. FUTURE MEETINGS TOPICS**

(Celia Huston)

XII. NEXT MEETING

A. Thursday, April 27, 2023, at 10:00 a.m.

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

XIII. ADJOURNMENT

(Christopher Crew)



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?

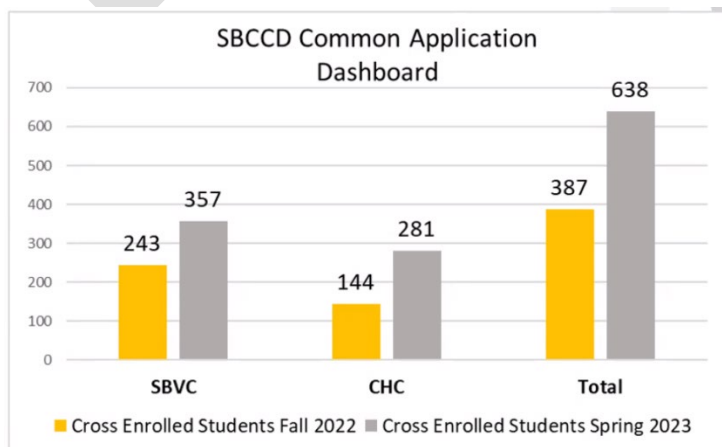
C. Crew recommended compiling the data and making it available to the district.

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



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



Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance
February 23, 2023

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)

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 (<i>appointed by VC HR</i>)	Aysia Brown	DSO	MAN	1	Absent
7	6) Faculty, CHC (<i>appointed by Academic Senate President</i>)	Jeff Schmidt	CHC	FAC	1	Present
8	7) Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	SBVC	FAC	1	Present
9	8) Management, CHC (<i>Accreditation Liaison Officer. appointed by college president</i>)	Keith Wurtz	CHC	MAN	1	Present
10	9) Management, SBVC (<i>Accreditation Liaison Officer. appointed by college president</i>)	Dina Humble	SBVC	MAN	1	Absent
11	10) Management (<i>appointed by Management Association</i>)	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 (<i>appointed by Classified Senate President</i>)	Ola Sabawi	CHC	CLA	1	Present
15	14) Classified, SBVC (<i>appointed by Classified Senate President</i>)	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 (<i>by position, EA Office of the Chancellor</i>)	Heather Ford	DSO	CON	1	Present
19	18) CSEA Representative, CHC (<i>appointed by CSEA</i>)	Ruby Zuniga	CHC	CLA	1	Present
20	19) CSEA Representative, SBVC (<i>appointed by CSEA</i>)	Christie Gabriel	SBVC	CLA	1	Present
21	20) CSEA Representative, DSO (<i>appointed by CSEA</i>)	Myung Koh	DSO	CLA	1	Present
22	21) CTA (<i>appointed by CTA</i>)	Byron Williams	SBVC	FAC	1	Present



Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance
February 23, 2023

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



Districtwide Enrollment Management Subcommittee (DEMS) Charge, Committee Responsibilities, Spring 2023 Goals

Charge: Take a holistic, comprehensive, and integrated approach to enrollment management that identifies best practices, explores our vulnerability to changes in economic, enrollment and demographic trends technology, using disaggregated data, and recommends strategies to enhance recruitment, access, success, persistence, and goal attainment for our students through the lens of DEIA.

Committee Responsibilities

- Continuous review and evaluation of enrollment trends.
- Use qualitative and quantitative data to inform recommendations.
- Collaborate with colleges' enrollment management/strategies committees to develop, implement, and evaluate enrollment management goals and strategies that align with SBCCDs Integrated Planning process.
- Monitor and evaluate progress toward the districtwide enrollment management subcommittee goals.
- Develop, recommend, and promote enrollment management strategies.

Spring 2023 Goals:

1. Implement a districtwide enrollment strategy to support the colleges' enrollment goals.
2. Identify and utilize data for a districtwide enrollment management strategy.
3. Review disaggregated data for enrollment, efficiency, service area trends, student outcomes, student demographics.
4. Study SBCCD's high school capture rate.
5. Collaborate to streamline the matriculation process for colleges and provide student support to ensure its success.
6. Support and review enrollment strategies at the campus level regarding community-wide engagement.
7. Support colleges engagement strategies to capture students who have had an interruption in enrollment (enhanced Early Alert).
8. Support colleges with retention strategies that lead to completion. Adopt a districtwide enrollment management dashboard.



Institutional Effectiveness Advisory Committee MEMORANDUM

Date: 04/04/2023
From: Institutional Effectiveness Advisory Committee (IEAC)
To: Chancellor's Council
Re: Support for Juneteenth

Background

AB-1655 was written and passed to recognize the official end of slavery in the U.S. and celebrate the significant contributions of African Americans. As of January 1, 2023, the State of California has declared June 19, known as "Juneteenth", an official holiday.

The Academic Calendar Subcommittee under direction of the IEAC has updated current and future academic calendars to reflect the mandate and would like to present this memo as a show of its support for the new holiday and SBCCD's effort to commemorate this occasion.

Recommendation

The IEAC recommends that Chancellor's Council and SBCCD continue its ongoing support of the significance of this holiday by supporting the 2022-23 academic and all future calendars that will reflect the addition of Juneteenth as an official holiday.

P&P 4010 Academic Calendar

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

- To reflect Juneteenth.
- Minor Clerical Edit

Review Level: 3 10+1	Review Level Approved by PPAC: 4/10/2023	Constituent & Academic Senate Review 1: tbd	Constituent & Academic Senate Review 2: tbd
PPAC Review & Discussion of Feedback: 5/8/2023	BOT 1st Reading: 6/11/2023	BOT 2nd Reading & Approval: 7/15/2023	

BP 4010 Academic Calendar

With Changes Redlined

~~(Replaces current SBCCD BP 4010)~~

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

Reference:

Education Code Section 70902(b)(12)

AP 4010 Academic Calendar

With Changes Redlined

~~(Replaces current SBCCD BP 4010)~~

The traditional academic calendar is composed of at least 170 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A ~~d~~istrict-wide subcommittee meets to coordinate the academic calendar for the District. The deliberations from this subcommittee will be reported to ~~District Assembly~~the Institutional Effectiveness Advisory Committee, where a recommendation will be made to the Chancellor's Council and Chancellor for Board aAction on any calendar :

~~H~~olidays, which include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (~~Third~~third Monday in January)
- Lincoln Day (February 12 or see ~~Note~~note below)
- Washington Day (~~Third~~third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (~~First~~first Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (~~Fourth~~fourth Thursday in November)
- Christmas Day (December 25)

AP 4010 Academic Calendar
With Changes Redlined

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l))

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

References:

Education Code Section 79020;
Title 5 Sections 55700 et seq. and Section 58142

END OF RECOMMENDATION