



San Bernardino Community College District  
Institutional Effectiveness Advisory Committee (IEAC)  
Meeting  
April 27, 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 03-30-2023 Minutes
- IV. **REVIEW OF IEAC 2022-23 GOALS**  
(*Celia Huston*)
- V. **DISTRICTWIDE COMMITTEE CALENDAR**  
(*Christie Gabriel*)
- VI. **THEMES FROM DATA ACCESSIBILITY SURVEY**  
(*Christie Gabriel*)
  - A. Data Coaching  
(*Gio Sosa*)
- VII. **EMP UPDATE**
  - A. SBVC  
(*Joanna Oxendine*)
  - B. CHC  
(*Gio Sosa*)
- VIII. **DSO SUPPORT PLAN DRAFT**  
(*Christopher Crew*)
- IX. **DISTRICTWIDE ENROLLMENT MANAGEMENT SUBCOMMITTEE (DEMS) UPDATE**  
(*Nohemy Ornelas*)
- X. **DSO PLANNING & PROGRAM REVIEW SUBCOMMITTEE UPDATE**  
(*Christopher Crew*)
  - A. Program Review Memo
- XI. **ACADEMIC CALENDAR SUBCOMMITTEE UPDATE**  
(*Christopher Crew*)
- XII. **TESS SUBCOMMITTEES UPDATE**  
(*Luke Bixler*)
- XIII. **COMMITTEE SELF-EVALUATION UPDATE/TIMELINE**  
(*Christopher Crew*)

A. Launch of 2022-23 Committee Self-Evaluation Survey

**XIV. FUTURE MEETINGS TOPICS**

*(Celia Huston)*

A. May 11, 2023 - Review of 2022-23 committee self-evaluation results

B. May 11, 2023 - Year-end review

C. May 11, 2023 - Common Application

D. May 11, 2023 - IEAC Priorities for 2023-2024

E. Fall 2023 - Data Warehousing

**XV. NEXT MEETING**

A. Thursday, May 11, 2023, at 10:00 a.m.

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

**XVI. ADJOURNMENT**

*(Noahemy Ornelas)*



## INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

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Meeting Minutes – March 30, 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 02-23-2023

K. Wurtz moved to approve the minutes from 02-23-2023. C. Crew seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Harris, Sosa, Burns-Peters, Humble, Zuniga, Horton, Stafford, Grabow

ABSTENTIONS: None

### IV. Districtwide Enrollment Management Subcommittee Update

N. Ornelas reviewed the DEMS charge, responsibilities, and goals. C. Crew reported the DEMS would like more training on apportionment.

H. Ford moved to approve the DEMS charge, responsibilities, and goals. K. Wurtz seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Harris, Sosa, Burns-Peters, Humble, Zuniga, Horton, Stafford, Grabow

ABSTENTIONS: None

### V. THEME FROM DATA ACCESSIBILITY SURVEY

C. Gabriel-Millette motioned to table data coaching to next meeting. R. Hamdy seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Harris, Sosa, Burns-Peters, Humble, Zuniga, Horton, Stafford, Grabow

ABSTENTIONS: None

**VI. EMP Update****A. SBVC**

J. Oxendine reported they have taking the time to explain to the community, pieces that are included in EMPs and what is not include in EMPs. The EMP and revised strategic actions went to Academic Senate and Classified Senate for first read. In mid-April, it will go for second read. J. Oxendine will also bring to Student Senate for first and second read. L. Fontanilla reported the EMP is a working document and will map and align alongside the other campus/DSO plans (student equity plan, strategic plans, DSO goals, etc.). Allowing capitalizing of resources.

**B. CHC**

K. Wurtz reported CHC is on target. Took feedback from the campus and incorporating into plan. O. Sabawi reported will be taking to Classified Senate and have a final by May.

**VII. DSO Support Plan Update**

C. Crew reported the DSO Support Plan meetings were well attended by DSO staff. Day two include leadership and campus EMP committees. We are down to approximately six strategic directions that will contain supporting actions. N. Ornelas reported the DSO Support Plan will be reviewed by college councils and the academic senates. The goal is to take the EMPs and DSO Support Plan to the Board for approval at the same time.

**VIII. Review Committee Evaluations Instrument**

A. Review 2021-22 Results: C. Huston reported this is designed to see how effective our committees are. C. Huston reviewed the 2021-22 results.

Areas of improvement:

- Meetings are well attended by groups.
- Roles and responsibilities are clear.
- The committee promotes the shared values, mission, and goals among the Colleges and the District.
- Provide effective communications of decision making.
- Decision making appropriate for the committee.

H Ford commented 21-22 was the first year of the new structure of Chancellor's Council and we may need multiple years to cross compare the data.

J. Oxendine commented district meetings are still being scheduled during regular campus meetings. N. Ornelas reported we are working on a crosswalk with all campus and DSO meetings to allow better scheduling.

In addition, add follow up questions for "strongly Disagree and disagree".

J. Oxendine recommended the campuses and DSO create a timeline to send out surveys. Same survey coordinated effort. C. Crew added he received phone calls/emails from both campuses there is concern with anonymity with the surveys. K. Wurtz reported people feel more comfortable taking surveys who they may know or are familiar with. R. Hamdy recommended C. Crew captures a recording of the survey process and the anonymity. This could be sent with the surveys.

## Next steps:

- Gather another year of data. They look at where do we go from there.
- Colleges and DSO to coordinate when a survey calendar.
- C. Crew to coordinate with Gio and Joanna and to send survey.

**IX. DSO Planning & Program Review Subcommittee Update**

No report.

**X. Academic Calendar Subcommittee Update**

Juneteenth Memo to Chancellor's Council: C. Crew reviewed the memo that will go to Chancellor's Council on April 4, 2023.

BP & AP 4010 Academic Calendar: C. Crew reported this will go to PPAC for approval who will then push it to Chancellor's Council.

**XI. Future Meeting Agenda Items**

- Reschedule May meeting to beginning of the month due to finals.
- Data coaching April meeting with Gio Sosa
- Data warehousing

**XII. Next Meeting**

Thursday, April 27, 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



## District Budget Advisory Committee (DBAC)

Meeting Attendance  
2022-23 Template

**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	Absent
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	Present
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	Absent
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	Present
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	Absent
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



## District Budget Advisory Committee (DBAC)

### Meeting Attendance 2022-23 Template

23	18) Black Faculty & Staff Association (appointed by BFSAPresident)	Allan Erving & Ariel Davis Treesa Sabato (proxy)	SBVC	CLA	1	<i>Present</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>Absent</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	
						18