



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – September 28, 2023, 10:00 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

I. Call to Order

C. Crew called the meeting to order at 10:05 a.m.

II. Roll Call and Quorum

D. Esparza recorded the roll call and determined quorum was met.

III. Approval of Minutes 05-11-2023

K. Wurtz motioned to approve the minutes; H. Ford seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: N. Ornelas, D. Humble, W. Johnson, K. Harris, R. Zuniga, D. Vaichis, E. Ocampo, and J. Grabow.

ABSTENTIONS: None

IV. Welcome and Introductions

V. Annual Orientation

- a. [Organization & Charge](#) were reviewed.

Moving forward, subcommittee members are encouraged to share IEAC updates with their constituent groups and bring back any feedback to the next IEAC meeting.

Members were reminded of the committee's goal to remain an open and safe space to share any ideas and feedback with the group, which will allow the committee to push forward on its charge to aid in the districtwide integration of institutional planning to incorporate diversity, equity, and inclusion into resource allocation, program review, and the technology strategic plan.

- b. 2022-23 Committee Self-Evaluation

Better planning will take place in sending out self-evaluations to allow committee members the time to complete the surveys this year.

c. IEAC Goals 2023-24

By consensus, the following updates will be made to the IEAC 2022-23 Goals:

1. Removal of goals one and two which have been accomplished.
2. The development of the Educational Master Plans is now complete; therefore the committee will move forward with assisting in its alignment with the Master Calendar. Goal three will be revised accordingly.
3. Goals four to eight will remain and no other goals will be added to allow the committee the opportunity to focus on accomplishing the existing goals.

Overall feedback:

Goal eight – It was recommended to adopt the CCC’s definition of DEIA to allow the district to not only align with the CCC but also with the Academic Senate for California Community Colleges as it pertains to the implementation of [Vision 2023](#).

Goal three – This may be removed as the crosswalk was created and will be presented in the next meeting.

VI. Selection of Co-Chairs

C. Huston and C. Gabriel-Millette were nominated to continue their roles as co-chairs of the committee.

H. Ford motioned to approve the nomination, and J. Oxendine seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: N. Ornelas, D. Humble, W. Johnson, K. Harris, R. Zuniga, D. Vaichis, E. Ocampo, and J. Grabow.

ABSTENTIONS: None

VII. Districtwide Enrollment Management Subcommittee (DEMS) Update

DEMS reconvened on September 11, 2023, to review the subcommittee’s charge and goals.

C. Crew shared an update on the Enrollment Dashboard and the Campuses provided an enrollment data update.

VIII. DSO Planning & Program Review Subcommittee (DSOPPRS) Update

DSOPPRS reconvened on September 12, 2023, to begin to evaluate the 4-year reviews.

CurriQunet software is up for consideration to be utilized district-wide in completing and assessing the reviews next time around.

IX. Academic Calendar Subcommittee Update

The subcommittee has not yet reconvened but has the Compressed Calendar on the radar.

X. TESS Subcommittee Update

L. Bixler provided an update on the following:

a. Management Information Systems Executive Committee

- M. Koh was nominated co-chair.
- The committee reviewed all the new data elements and recently installed Ellucian patches so that Colleague has the data to track the new fields.
- Summer MIS data was submitted to the chancellor's office and the committee is currently focusing on the financial aid annual submission due in October.

b. District Applications Work Group

- TESS is working with the colleges to increase download frequencies for applications.
- The self-service portal is currently undergoing TESS internal testing, once completed, TESS will then move to the colleges for testing. New financial aid updates are being released as well, which will result in additional updates to the self-service portal.
- Coursedog is undergoing technical integration with Colleague and working on scheduling configuration.
- TESS is working with the colleges on streamlining the health fee waiver application.

c. Distance Education Coordination Council

- DE team is working with professional development at the colleges to offer 1-1 workshops for multi-user learning.
- Hypothes.is tool under consideration to assist faculty in student engagement on their assignments through social annotation.
- There are discussions being had at both campuses about peer online course review (POCR).

d. Web Standards Committee

- OU Campus cloud-hosted platform is under consideration as it offers more features and security.
- Department of Education rules on accessibility requirements are being updated. Once updates become available, the district will have three years to implement those changes.

R. Hamdy requested to be included in future Coursedog training communications to assure that all those who need to be trained are included.

J. Cabrales to present Coursedog to the committee in the next meeting.

C. Crew requested N. Ruiz-Martinez, H. Ford, J. Quigley, and A. Erving to share the IEAC goals with their constituent groups and bring back feedback in the next IEAC meeting.

XI. Future Meeting Agenda Items

- a. Data Warehousing
- b. Common Application
- c. Legislative Updates and Processes
- d. Master Calendar
- e. Proxy Accreditation Standards
- f. Committee Structural Alignment
- g. Coursedog Presentation

XII. Next Meeting

October 26, 2023, at 10:00 a.m. via Zoom.

XIII. Adjournment

Meeting adjourned at 11:29 a.m.

Recorder:

Daniella Esparza
Senior Executive Administrative Assistant
Education & Student Support Services