



# INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – October 26, 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 10:07 a.m.

**II. Roll Call and Quorum**

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

**III. Approval of Minutes 09-28-2023**

J. Quiggly motioned to approve the minutes; C. Crew seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: K. Wurtz, D. Humble, W. Johnson, K. Harris, R. Hamdy, R. Zuniga, D. Vaichis,

E. Ocampo, J. Grabow.

ABSTENTIONS: None

**IV. Review and Set Goal Timelines**

[2022-2023 IEAC Goals](#) were reviewed and updated as noted below, with the intent to roll over unaccomplished goals into 2023-2024.

<b>Goal Three:</b>	There was approval to revise goal three per the recommendations held on 09/28/2023.	<b>Approved as revised.</b>
<b>Goal Four:</b>	There was approval to remove goal four. The goal has been accomplished through the creation of the Planning + document which represents the crosswalk that unifies all the EMPs, the DSO Support Plan, and the Board Strategic Plan.	<b>Approved to remove.</b>
<b>Goal Five:</b>	A task group comprised of C. Huston, H. Ford, J. Oxendine, J. McKee, and C. Crew will work together to accomplish this goal by analyzing the committee evaluation survey to assess the effectiveness of SBCCD's governance structure and will propose recommendations for the upcoming cycle. Will report back in January 2024.	<b>No action taken.</b>
<b>Goal Six:</b>	There was approval to remove goal six as there was an understanding that the goal had been accomplished. A	<b>Approved to remove.</b>

	statement on how it has been accomplished and ongoing efforts will be brought to the next meeting.	
<b>Goal Seven</b>	There was approval to remove goal seven as there was an understanding that the goal had been accomplished. A statement on how it has been accomplished and ongoing efforts will be brought to the next meeting.	<b>Approved to remove.</b>
<b>Goal Eight:</b>	Will remain an IEAC goal for the 2023-24 term. A task group comprised of D. Burns-Peters, H. Ford, and Julie McKee was brought together to work towards efforts in accomplishing this goal. Will report back in the November meeting.	<b>No action taken.</b>

Summary:

Five of the eight 2022-23 IEAC Goals have been accomplished. The three remaining goals will be established as 2023-24 IEAC Goals and task groups have been established in effort to accomplish the remaining goals. New goals will be brought up for consideration at the next IEAC meeting on November 30, 2023.

**V. Approval of 2023-2024 Goals**

2023-24 IEAC Goals were finalized and will be brought to the next meeting for final approval and/or to include new goals for the academic year.

**VI. Planning+ : Integrated and Student Focused**

The Planning+ : Integrated and Student Focused document was shared with the committee as the crosswalk that unifies all the EMPs, the DSO Support Plan, and the Board Strategic Plan

**VII. IE and Accreditation Updates**

No updates were reported.

**VIII. Districtwide Enrollment Management Subcommittee (DEMS) Update**

C. Crew shared an overview of the new Tableau Enrollment Dashboard that will provide a more improved and organized means of viewing, enrollment status, progress, projections, and historical enrollment data. Additional improvements to the dashboard are needed but is working towards having the dashboard available to all in the next few weeks.

**IX. DSO Planning & Program Review Subcommittee (DSOPPRS) Update**

No updates were reported.

**X. Academic Calendar Subcommittee Update**

The subcommittee will reconvene in November 2023.

## **XI. TESS Subcommittee Update**

L. Bixler provided an update on the following:

a. Management Information Systems Executive Committee

- The committee did not meet but provided the following updates;
- September 2023: Summer 23, student program awards, student assessment, and placement were submitted.
- October 2023: Adult education and financial aid assessments are due.
- January 2024: Fall 23, employee demographic, and assignment due.

b. District Applications Work Group

- The A & R Team decided with 24/7 downloading of applications and be working with TESS to condense updates to three times per day as opposed to hourly.

c. Distance Education Coordination Council

- Will be piloting a tool called Harmonize via integration with Canvas to encourage more student engagement.
- Requested TESS to modify messaging on the Incorrect Log-in Notification to be more user-friendly.

d. Web Standards Committee

- No updates to report.

### Action Items:

N. Ornelas requested that timelines for current TESS projects be shared with the committee at the next meeting.

## **XII. Future Meeting Agenda Items**

- a. Data Warehousing (November 30<sup>th</sup> Meeting)
- b. Common Application (TBD)
- c. Legislative Updates and Processes (Spring 2024)
- d. Master Calendar (Spring 2024)

## **XIII. Next Meeting**

The last committee meeting of the semester will be held on November 30, 2023, at 10:00 a.m. via Zoom. The December 28, 2023, meeting is canceled. IEAC will reconvene on January 25, 2024.

**XIV. Adjournment**

Meeting adjourned at 11:22 a.m.

Recorder:

Daniella Esparza  
Senior Executive Administrative Assistant  
Education & Student Support Services



## Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance  
October 26, 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	1	Present
2	1) District Director Research, Planning & Institutional Effectiveness	Christopher Crew	1	Present
3	2) Chief Technology Officer	Luke Bixler	1	Present
4	3) Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa	1	Present
5	4) Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	1	Present
6	5) Human Resources EEO Representative ( <i>appointed by VC HR</i> )	Aysia Brown	1	Present
7	6) Faculty, CHC ( <i>appointed by Academic Senate President</i> )	Jeff Schmidt	1	Present
8	7) Faculty, SBVC ( <i>appointed by Academic Senate President</i> )	Davena Burns-Peters	1	Present
9	8) Management, CHC ( <i>Accreditation Liaison Officer. appointed by college president</i> )	Keith Wurtz	1	Absent
10	9) Management, SBVC ( <i>Accreditation Liaison Officer. appointed by college president</i> )	Dina Humble	1	Absent
11	10) Management ( <i>appointed by Management Association</i> )	Wallace Johnson	1	Absent
12	11) Accreditation Committee Chair, CHC	Keith Wurtz	1	Absent
13	12) Accreditation Committee Chair, SBVC	Celia Huston	1	Present
14	13) Classified, CHC ( <i>appointed by Classified Senate President</i> )	Ola Sabawi	1	Present
15	14) Classified, SBVC ( <i>appointed by Classified Senate President</i> )	John Feist Proxy: Nathan Yearyear	1	Present
16	15) Professional Development Coordinator or designee, CHC	Kashaunda Harris	1	Absent
17	16) Professional Development Coordinator or designee, SBVC	Rania Hamdy	1	Absent
18	17) Confidential Group ( <i>by position, EA Office of the Chancellor</i> )	Heather Ford	1	Present
19	18) CSEA Representative, CHC ( <i>appointed by CSEA</i> )	Ruby Zuniga	1	Absent
20	19) CSEA Representative, SBVC ( <i>appointed by CSEA</i> )	Christie Gabriel- Millette	1	Present



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21	20) CSEA Representative, DSO ( <i>appointed by CSEA</i> )	Myung Koh	1	<i>Present</i>
22	21) CTA ( <i>appointed by CTA</i> )	Julie McKee	1	<i>Present</i>
23	18) Black Faculty & Staff Association ( <i>appointed by BFSA President</i> )	Allan Erving & Ariel Davis Proxy Treesa Sabato	1	<i>Present</i>
24	19) Latino Faculty, Staff, & Administrators Association ( <i>appointed by LFSAA President</i> )	Diana Vaichis	1	<i>Absent</i>
25	20) Associated Student Government President or designee, CHC	Enggie Ocampo	1	<i>Absent</i>
26	21) Associated Student Government President or designee, SBVC	Nelva Ruiz Martinez	1	<i>Present</i>
27	21) Asian Pacific Islander Association ( <i>appointed by APIA President</i> )	Jimmy Grabow	1	<i>Absent</i>
28	21) Police Officer Association ( <i>appointed by POA President</i> )	James Quigley (proxy: Angelica Arechavaleta)	1	<i>Present</i>
			28	18