



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – November 30, 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 at 10:18 a.m.

III. Approval of [Minutes 10-26-2023](#)

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

AYES: Unanimous present

NOES: None

ABSENT: N. Ornelas, G. Sosa, D. Humble, W. Johnson, C. Huston, K. Harris, R. Zuniga, A. Erving, A. Davis, D. Vaichis, E. Ocampo, N. Ruiz Martinez, and J. Grabow.

ABSTENTIONS: None

IV. Approval of [2023-2024 Goals](#)

R. Hamdy motioned to approve the goals with the replacement of "Master Calendar" with "Cascade" to provide; J. Oxendine seconded the motion.

AYES: Unanimous present

NOES: B. Bailes and A. Brown

ABSENT: N. Ornelas, G. Sosa, D. Humble, W. Johnson, C. Huston, K. Harris, R. Zuniga, A. Erving, A. Davis, D. Vaichis, E. Ocampo, N. Ruiz Martinez, and J. Grabow.

ABSTENTIONS: None

C. Gabriel provided a recap of the 2023-24 goals. The committee was reminded of the unanimity around not establishing new goals until the existing ones are accomplished.

B. Bailes shared her concern about the proposed goals, which she felt were not related directly to the colleges and their students. Would like to see a direct alignment with the students.

A summary of why the 2022-34 Goals were not accomplished is noted below:

Goal	Reason for not executing in 2022-23
1. Assist with the alignment of the Educational Master Plans in Cascade.	The Educational Master Plans were finalized in June 2023, which pushed the launching of Cascade.
2. Modify the committee evaluation survey to assess the effectiveness of SBCCD's governance structure and make recommendations for the upcoming cycle.	Additional time was needed to review the survey data and make appropriate modifications. The new survey was introduced this year and will be reviewed in Spring 2024.
3. The IEAC will work to facilitate the development of a shared districtwide definition of DEIA and make this information prominent on the district website.	IEAC provided its recommendation to HR DEIA on January 26, 2023 . Time was needed for HR DEIA to come to a decision on the definition.

Committee Member Recommendations:

B. Bailes would like to establish a goal to improve the creation and implementation of IEAC goals and update the IEAC charge to better reflect the tie to the students and how the committee supports them.

R. Hamdy proposed that the committee prioritize continuous improvement in executing committee goals. Finish goals this year. End Spring Semester and introduce new goals in the fall.

Conclusion:

The committee will prioritize the completion of the remaining goals in Spring 2024 so we can then introduce new goals for Fall 2024.

Next Steps:

Goal 1: The committee will continue with its efforts toward aligning the Educational Master Plans in Cascade.

Goal 2: The committee will work towards creating a universal survey in support of the colleges. The district's advisory Committee will create the survey and then share it with the colleges so they may decide to modify or adopt it. It was advised that attention be given to the anonymization of the survey.

Goal 3: The committee will work towards finalizing the development and website placement of the shared districtwide definition of DEIA.

A. Task Group Updates

A. Brown, on behalf of HR DEIA, reminded the committee of HR DEIA's decision to move forward with the DEIA acronym, which stands for Diversity, Equity, Inclusion, and Anti Racism. The DEIA definitions will align with those of the [CCCCO Glossary of Terms](#).

It was clarified that Accessibility is part of Inclusion, which is why HR DEIA voted on assigning Anti Racism to the DEIA acronym. IEAC will ensure that this distinction is noted for future deployment of the DEIA definition.

V. Institutional Review Board (IRB) Update

No update was reported.

VI. Data Warehousing

C. Crew reported that Data Warehousing efforts are moving along. A larger conversation is being had at the state level, which will be vital for attendance accounting and MIS Reporting. Which will allow for atomization and the ability to have real-time data.

VII. Technology Project Timelines

A. CHC

- Review the floor and ceiling drawings for the new instructional building to ensure that the audio-visual equipment, lecterns, computers, and networks are set up properly. Feedback is due by December 11, 2023.
- The moveout of Building 11 is to be completed by December 18th, 2023.
- Computer Lab Refreshments to be completed by April 30, 2023.

B. SBVC

- The Lois Carson Campus Center technology upgrade is underway, and the team is working with audio-visual consultants to complete this project by December 1, 2023.
- The SBVC Nursing Department's Simulation Lab technology upgrades will be completed by January 15, 2023.

C. DSO

- The Core Networks are to be upgraded at the colleges, which will take place in May 2024.
- Currently evaluating vendors to upgrade DSOs Wireless networks across the district. The vendor will be selected by December 22, 2023.
- The technology in the Board Room is being upgraded following the January Board meeting. The project will begin on January 12, 2024, and be completed by February 7, 2024.

D. Print Shop Projects

- 25 large light pole banners for CHC.
- 1000 registration handbooks for SBVC Athletics.
- 2 Step and Repeat 8-foot by 10-foot backdrops being printed and stitched for the District.

E. Oracle

- The project will be completed by June 30, 2024. We will begin using a new Chart of Accounts that matches the San Bernardino County chart of accounts during the next Fiscal Year beginning on July 1, 2024.
- The Oracle Finance Clouds 25A upgrade will require a move to a new requisition module, which will be implemented on July 1, 2024.

F. Data Integration

- Working towards integration between Epics and the data warehouse to automate the account creation. In addition to integration from the MIS Export data and the data warehouse. Estimated completion by January 31, 2024.
- Working on flattening out the data for our EIS Snapshot Data for a new Dashboard that is scheduled to be completed by December 22, 2023.

G. Administrative Application

- WebAdvisor to Self-Service migration: Completed the migration of all the Web Advisor customizations into the new Self-Service application and finalized our testing. The next phase is to update Self-service to the latest version to comply with certain Financial Aid requirements and then re-test the customizations to ensure they function properly in the new version. Both colleges would like to launch Self-Service to students and staff by February 2024.
- Working on the programming for several student grants to be awarded through Colleague: Student Success Completion Grant, Summer Bridge, Pathways to Success and California Space Grant, Medical Scholars, and STEM grants. Ongoing delivery, as new Grants continue to surface.

VIII. Districtwide Enrollment Management Subcommittee (DEMS) Update

C. Crew shared that there will be a presentation on students holds at the December meeting.

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

C. Crew reported that the subcommittee is currently in the process of completing the 4-Year Evaluations and will report back to IEAC once completed.

X. Academic Calendar Subcommittee Update

The subcommittee will reconvene soon.

XI. TESS Subcommittee Update

L. Bixler provided an update on the following:

- a. Management Information Systems Executive Committee
 - No updates to report.
- b. District Applications Work Group
 - The technology master plan was reviewed.
- c. Distance Education Coordination Council
 - Progress was reported on the Zoom integration with single sign-on.
 - The Pearson 1.1 tool was removed.
 - Discussions were had about the use of pronouns in Canvas and the ability for students to select how they would like to be addressed.
- d. Web Standards Committee
 - No updates to report.

XII. Future Meeting Agenda Items

- a. Common Application (TBD)
- b. Legislative Updates and Processes (Spring 2024)
- c. Districtwide Committee Schedule Synchronization (Spring 2024)
- d. Review of Charge and Reaffirmation of Goals (January 2024)

XIII. Next Meeting

January 25, 2024 at 10:00 a.m. via Zoom.

XIV. Adjournment

Meeting adjourned at 11:26 a.m.

Recorder:

Daniella Esparza
Senior Executive Administrative Assistant
Education & Student Support Services