



INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Meeting Minutes – January 25, 2024, 10:00 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

I. Call to Order

N. Ornelas called the meeting to order at 10:01 a.m.

II. Roll Call and Quorum

D. Esparza recorded the roll call and determined quorum was met at 10:05 a.m.

III. Approval of [Minutes 11-30-2023](#)

R. Hamdy motioned to approve the minutes; K. Wurtz seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: A. Brown, D. Burns-Peters, G. Sosa, D. Humble, W. Johnson, K. Harris, H. Ford, R. Zuniga, D. Vaichis, E. Ocampo, N. Ruiz Martinez, and J. Quigley

ABSTENTIONS: None

IV. Environmental Scan Presentation

Lightcast Presenters: Jame Henne, Ralf Plaza, and Gavin LePage

Program Demand Gap Analysis (PDGA) encompasses the following:

- New Programs- Uncovers areas for new programs.
- Economic Overview- Key industries, commuting patterns, and educational alignment.
- Gap Analysis- Identifies the demand for program certifications vs the job supply in the region

Outcomes:

- Data to compare the supply of graduates, demand of job openings, and program wage against regional living wage.
- Ability to identify growth opportunities, at-risk programs, new program opportunities, and areas of maintenance.

Deliverables:

- Program Report with detailed analysis of programs by award level. This report will also include socioeconomic data from Riverside and San Bernardino County.
- Excel Workbook with all the data included in the Program Report.

- Online visualization dashboard.
- Executive Summary

Environmental Scan Timeline:

1. Data Collection- *In Progress* (5-8 Weeks)
2. Draft Reports & Review (3-6 Weeks)
3. Final Report (4-6 Weeks)

Note: Once the data is produced, we can determine which areas require further analysis. Lightcast will return in the Fall 2024 to present the Program Report once available.

V. Approval of [IEAC Charge Update](#)

The IEAC charge will call out DEIA (Diversity, Equity, Inclusion, and Antiracism) to reflect the DEIA work the committee has done.

B. Bailes motioned to withdraw the motion to approve the IEAC Charge update; Motion did not receive a second.

AYES: None

NOES: None

ABSENT: A. Brown, D. Burns-Peters, G. Sosa, D. Humble, W. Johnson, K. Harris, H. Ford, R. Zuniga, D. Vaichis, E. Ocampo, N. Ruiz Martinez, and J. Quigley

ABSTENTIONS: None

C. Huston motioned to approve the IEAC Charge update with the expectation of reviewing the committee functions in the future to incorporate DEIA as recommended by C. Crew; J. Oxendine seconded the motion.

AYES: Unanimous present

NOES: B. Bailes

ABSENT: A. Brown, D. Burns-Peters, G. Sosa, D. Humble, W. Johnson, K. Harris, H. Ford, R. Zuniga, D. Vaichis, E. Ocampo, N. Ruiz Martinez, and J. Quigley

ABSTENTIONS: None

VI. College EMP Progress Updates

A. SBVC

- Looking for innovative ways to encourage all campus staff/faculty to submit updates and ideas.
- Key Results will be reviewed for updates, and new key results will be created to better support the strategic directions.
- Campus and Community Meeting (March 2024) will be held to obtain additional feedback on the college's strategic directions, specifically pertaining to Black/African American Students.

B. CHC

- The ED Master Plan Committee reviewed the process and is continuing to make progress on the Strategic Plan.

VII. 2023-2024 Strategic Update: Mid-Year Review

N. Ornelas shared the Mid-Year review with the committee. The document reflects a compilation of all the key result accomplishments made districtwide thus far.

VIII. Districtwide Enrollment Management Subcommittee (DEMS) Update

No updates to report.

The next meeting will be held on February 1, 2024, and will feature a presentation on basic needs.

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

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

X. Academic Calendar Subcommittee Update

Early conversations about modifying the academic calendar are currently being had. The first meeting is being held on February 2, 2024.

XI. TESS Subcommittee Update

L. Bixler provided an update on the following:

- a. Management Information Systems Executive Committee
 - Currently reviewing the MIS process for errors and working with the colleges to clean up any data needed to increase efficiency.
- b. District Applications Work Group
 - ANR Group brought forward the AB 540 Affidavit to be embedded in the CA Dream Act Application.
 - CHC brought forward the need to have FW made available to faculty. The colleges will get together to discuss this further and will bring back a recommendation.
 - SBVC is working on redirects within Starfish messaging to track where the students are going and adjust accordingly.
 - Discussed the importation of CCCApply BA Program Applications; instead of Active, show it as Pending to allow for review before going to the Active stage.
- c. Distance Education Coordination Council
 - Working on Single Sign-on (SSO) for Zoom.
 - Researching the potential development of an age identifier on Canvas for underage students.
 - The failed Log-in Attempt language was modified and moved to production.
 - Working towards modifying Canvas to show "Ask me" instead of posting a student's preferred pronouns.
 - The committee is finalizing their feedback on the District Technology Master Plan.

- d. Web Standards Committee
 - Discussion was had about migrating the website's (OU Campus) on-premises server to the cloud.

XII. Future Meeting Agenda Items

- a. Common Application (TBD)
- b. Legislative Updates and Processes (February 2024)
- c. Review of IEAC Functions (February 2024)
- d. Districtwide Committee Schedule Synchronization (Spring 2024)
- e. Environmental Scan Report (Fall 2024)

XIII. Next Meeting

February 22, 2024 at 10:00 a.m. via Zoom.

XIV. Adjournment

Meeting adjourned at 11:11 a.m.

Recorder:

Daniella Esparza
Senior Executive Administrative Assistant
Education & Student Support Services



Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance
January 25, 2024

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.

<u>yes</u>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).			
<u>yes</u>	2) One faculty member from each campus			
<u>yes</u>	3) Two persons from each site (CHC, SBVC, DSO)			
<u>yes</u>	4) Three of four constituent groups represented (faculty, classified, student, management)			
1	VC, Educational and Student Support Services	Nohemy Ornelas	1	<i>Present</i>
2	1) District Director Research, Planning & Institutional Effectiveness	Christopher Crew	1	<i>Present</i>
3	2) Chief Technology Officer	Luke Bixler	1	<i>Present</i>
4	3) Dean of Institutional Effectiveness, Research, and Planning, CHC	Giovanni Sosa	1	<i>Absent</i>
5	4) Dean of Institutional Effectiveness, Research, and Planning, SBVC	Joanna Oxendine	1	<i>Present</i>
6	5) Human Resources EEO Representative (<i>appointed by VC HR</i>)	Aysia Brown	1	<i>Absent</i>
7	6) Faculty, CHC (<i>appointed by Academic Senate President</i>)	Brandi Bailes	1	<i>Present</i>
8	7) Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	1	<i>Absent</i>
9	8) Management, CHC (<i>Accreditation Liaison Officer. appointed by college president</i>)	Keith Wurtz	1	<i>Present</i>
10	9) Management, SBVC (<i>Accreditation Liaison Officer. appointed by college president</i>)	Dina Humble	1	<i>Absent</i>
11	10) Management (<i>appointed by Management Association</i>)	Wallace Johnson	1	<i>Absent</i>
12	11) Accreditation Committee Chair, CHC	Keith Wurtz	1	<i>Present</i>
13	12) Accreditation Committee Chair, SBVC	Celia Huston	1	<i>Present</i>
14	13) Classified, CHC (<i>appointed by Classified Senate President</i>)	Ola Sabawi	1	<i>Present</i>
15	14) Classified, SBVC (<i>appointed by Classified Senate President</i>)	John Feist Proxy: Nathan Yearyearn	1	<i>Present</i>
16	15) Professional Development Coordinator or designee, CHC	Kashaunda Harris	1	<i>Absent</i>
17	16) Professional Development Coordinator or designee, SBVC	Rania Hamdy	1	<i>Present</i>
18	17) Confidential Group (<i>by position, EA Office of the Chancellor</i>)	Heather Ford	1	<i>Absent</i>
19	18) CSEA Representative, CHC (<i>appointed by CSEA</i>)	Ruby Zuniga	1	<i>Absent</i>
20	19) CSEA Representative, SBVC (<i>appointed by CSEA</i>)	Christie Gabriel- Millette	1	<i>Present</i>



Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance
January 25, 2024

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>Absent</i>
27	21)	Asian Pacific Islander Association (<i>appointed by APIA President</i>)	Jimmy Grabow	1	<i>Present</i>
28	21)	Police Officer Association (<i>appointed by POA President</i>)	James Quigley (proxy: Angelica Arechavaleta)	1	<i>Absent</i>
				28	16