



# INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

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Meeting Minutes – March 28, 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 10:04 a.m.

## II. Roll Call and Quorum

D. Esparza recorded the roll call and determined quorum was met at 10:15 a.m.

## III. Approval of [Minutes 02-22-2024](#)

K. Wurtz motioned to approve the minutes; C. Crew seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: G. Sosa, A. Brown, B. Bailes, D. Humble, W. Johnson, K. Harris, R. Zuniga, E. Ocampo, N. Ruiz  
Martinez, J. Grabow, and J. Quigley

ABSTENTIONS: None

## IV. Annual Committee Evaluation Survey

The survey will be released in April 2024 and will remain open for two weeks.  
Results will be reviewed in the next regularly scheduled meeting.

N. Ornelas shared that feedback has been received as it pertains to how the committee work aligns with our goals and strategic directions. This will be considered as we work on creating new goals next semester.

## V. [IEAC Goals Progress Update](#)

- A. Goal 1 – Alignment of the Educational Master Plans (EMP) in Cascade is an ongoing process. There will be a future presentation from EMP Leads that will share a progress update.
- B. Goal 2 – The survey was updated to address the effectiveness of SBCCD's governance structure.
- C. Goal 3 – HR DEIA is working on locating a dedicated space on the district website for the DEIA Definition and its corresponding information and updates. The committee recommended that a districtwide communication be sent out once this has occurred, and it also includes information on its alignment with [Vision 2030](#) and the CCCCO Glossary of Terms.

## VI. Common Application Update

The workgroup is bringing together recommendations that will assist with the common application implementation, which include the following areas of impact:

- A. Course Numbering.
- B. Different prerequisites or co-requisites.
- C. Different naming conventions for advisory courses, such as course recommendation and course advisory, both of which serve the same purpose.

Another implementation component includes moving English and Math placement into CCCApply, which is currently underway, and actively working on creating alignment between the Colleges.

## VII. [Technology Master Plan](#)

Timeline:

The process began in June 2023 with an extensive review of the District Strategic Plan and Educational Master Plans to determine the alignments needed through this plan. The first draft was completed in August 2023 and shared with the district-wide technology committee for feedback through November 2023. Chancellors Cabinet review occurred in February 2023 and is now being presented to IEAC.

Master Plan Goals:

(1) Improve Services to Students, (2) Support Instruction and Learning, (3) Support Innovation Across the District, (4) Enhance Information Security District-wide, and (5) Enhance the Stability and Reliability of Technology.

Next Steps:

Review feedback from Chancellor's Council and IEAC. Make updates accordingly and submit to the Board of Trustees for approval. In the meantime, TESS Tactical Planning is underway.

Feedback:

The committee inquired about possibly creating something similar to Police Services' "Just the Facts" to shed light on Cyber Security Threats for the district and its students. Cyber Security training is currently optional, and will work on obtaining more participation and possibly incorporating those informative pieces into the training.

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

Both campuses presented on Starfish, which focused on the use of data and technology to capture student success.

The next meeting will include a final presentation on basic needs and discussion about the committee's work and how to move forward.

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

### A. Resource Request Recommendations

The following recommendations will move forward to Chancellor's Council:

Safety & Risk Management Request for Additional Personnel: California has signed into law Senate Bill (SB) No. 553, which requires every California employer to implement a comprehensive workplace violence prevention plan with specific requirements, Workplace Violence Plan (WPV), to be implemented by July 1, 2014. A staff member is needed to manage this plan and be responsible for the reporting. No current employee has the bandwidth to manage the additional workload this policy will bring.

Human Resources/Payroll Request for Additional Personnel: It has been identified that we require a total of four payroll technicians to balance the current payroll workload. Adding one more technician will improve efficiency, reduce errors, and better support for the campuses.

**X. Academic Calendar Subcommittee Update**

A Compressed Calendar Proposal is being considered and thus far has been presented to all the constituent groups.

Timeline:

March 2024	Solicit campuswide input using a districtwide survey.
April 2024	Meet with the Calendar Committee to review feedback from the survey and make a recommendation.
May 2024	Follow the Calendar approval process and establish an implementation timeline.
June through December 2024	Begin to discuss working conditions, complete an Academic Calendar Application with the CCCCCO Office, and begin the system setup.

Next steps:

The compressed calendar survey will be finalized and distributed for feedback. The feedback will then be reviewed and assist in creating a FAQ. Vote and Implementation will follow and reflect the action items in the timeline.

Feedback:

D. Burns-Peters shared that the faculty body has not yet given formal support for the compressed calendar and recommended that the support/approval be obtained prior to the implementation stage.

**XI. TESS Subcommittee Update**

No TESS Subcommittee updates available.

**XII. Request to Change Meeting Date/Time**

There was a proposal to move all district-lead committee meetings to Thursdays to avoid conflicts with existing campus meetings. This would allow for more participation and representation.

IEAC will consider moving its meeting to 1:00 – 2:30 PM on the 4<sup>th</sup> Thursday of the Month.

There are also efforts to create a districtwide master committee calendar that will serve as a tool to identify the scheduling conflicts and make adjustments in the future as the committees deem necessary.

**XIII. Future Meeting Agenda Items**

- A. Districtwide Committee Schedule Synchronization (Spring 2024)
- B. Accreditation Update (April 2024)
- C. Review BP/AP Institutional Planning (April 2024)
- D. Lightcast Environmental Report (Fall 2024)

**XIV. Next Meeting**

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

**XV. Adjournment**

Meeting adjourned at 11:28 a.m.

Recorder:

Daniella Esparza  
Senior Executive Administrative Assistant  
Education & Student Support Services



## Institutional Effectiveness Advisory Committee (IEAC)

Meeting Attendance  
April 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.

- 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)

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



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Meeting Attendance  
April 25, 2024

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