



# INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

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Meeting Minutes – April 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 10:04 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 03-28-2024](#)

K. Wurtz motioned to approve the minutes; D. Burns-Peters seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: B. Bailes, D. Humble, W. Johnson, O. Sabawi, K. Harris, R. Zuniga, E. Ocampo, N. Ruiz  
Martinez, J. Grabow, and J. Quigley

ABSTENTIONS: None

## IV. Annual Committee Evaluation Survey Results

The survey will remain open to allow the committee members additional time to participate.  
The results will be reviewed at the next meeting.

## V. [Educational Master Planning and Cascade](#)

Cascade has allowed SBCCD to address visibility, misalignment, and strategy execution challenges. It does this by creating automation, alignment, and progress tracking under a single unified system that provides metrics-driven updates. Cascade's ability to integrate existing platforms allows data to be pulled from all areas to create an all-encompassing system.

Cascade has been effective in supporting accreditation, program review, and student equity initiatives throughout the district. However, it is crucial to understand that Cascade is only a tool, and its success depends on the input and updates provided by those who contribute to the development of the plans and upkeep of the software. Accountability and reporting are important in establishing the integration of existing processes.

The ability to visualize a representation of the EMPs and how they synthesize with the other plans is important for recognizing the duplication of efforts, making the proper connections, and identifying areas of improvement. This, in turn, allows for creating a holistic process to address these issues and prioritize optimization.

**VI. Review BP/AP Institutional Planning**

This BP/AP was due for review and is now ready to be submitted to PPAC. Minor updates were made to the board policy only.

**VII. Accreditation Update**

SBVC: Progressing through the mid-term report, which currently is going through the review process to allow for more feedback to be received. The first read and second read is tentatively scheduled for Fall 2024.

CHC: Have a strong draft in place that has gone through multiple reviews. Scheduled to be presented to Crafton Council in May 2024.

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

DEMS received information about districtwide basic needs and Starfish efforts. DEMS is considering creating efficiencies in district committee scheduling, and updates will be made accordingly.

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

DSOPPRS is actively working through the 4-year self-evaluations and will update IEAC once all evaluation reviews have been completed.

**X. Academic Calendar Subcommittee Update**

At its committee meeting on April 19, 2024, the Academic Calendar subcommittee recommended moving forward with a compressed calendar (16-16-12 weeks) for the 2025-26 academic year, keeping fall and spring break the same as previous years.

K. Wurtz motioned to allow for the compressed calendar leads to move forward with the application process; D. Burns-Peters seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: B. Bailes, D. Humble, W. Johnson, O. Sabawi, K. Harris, R. Zuniga, E. Ocampo, N. Ruiz  
Martinez, J. Grabow, and J. Quigley

ABSTENTIONS: None

**XI. TESS Subcommittee Update**

- DAWG: Finding ways to exempt CTE students from the 9-unit limit and locate solutions.  
Looking at ways to identify credit for prior learning on transcripts.
- DE: Discussing Canvas course naming conventions.
- MIS: Identifying reports that will help the colleges identify areas of errors and look to improve that process.

**XII. Future Meeting Agenda Items**

- A. Review Committee Evaluation Survey Results (May 2024)
- B. Districtwide Committee Schedule Synchronization (Spring 2024)
- C. Lightcast Environmental Report (Fall 2024)
- D. Governance Manual (Fall 2024)

**XIII. Next Meeting**

An availability poll will be sent out to the committee members to reschedule the May meeting before the end of the semester.

**XIV. Adjournment**

Meeting adjourned at 11:25 a.m.

Recorder:

Daniella Esparza  
Senior Executive Administrative Assistant  
Education & Student Support Services