



# INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

---

Meeting Minutes – March 27, 2025, 1:00 p.m.  
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

## **I. Call to Order**

## **II. Roll Call and Quorum Confirmation**

D. Esparza recorded the roll call, and quorum was not met for this meeting.

## **III. Approval of Minutes 2/27/2024 tabled for next meeting.**

## **IV. Survey Scheduling**

C. Crew shared an administrative plan outlining common surveys, timelines, and a policy framework for efficient scheduling that will increase participation.

### **Committee Feedback:**

It's important to recognize that not all surveys need to be conducted on a regular basis. Each survey should be assessed for its necessity and frequency. Therefore, it would be helpful to distinguish between state-mandated surveys and those that are specific to local needs.

There are potential issues with the data from state-mandated surveys, as students can only select one campus despite many being enrolled in multiple campuses. This restriction may lead to incomplete data that doesn't accurately represent students' experiences. It would be wise to contact the state to explore the possibility of allowing students to select multiple campuses.

Coordinating surveys allows for a more efficient use of time and resources. By consolidating efforts, we can implement a marketing strategy that increases visibility and enhances participation.

### **Next Steps:**

Establish a workgroup to fine-tune the survey schedule/plan.

## **V. Academic Calendar Subcommittee Update**

Will meet next week to develop the compressed calendar for the upcoming years.

## **VI. Districtwide Enrollment Management Subcommittee (DEMS) Update**

No update

## **VII. TESS Subcommittees Update**

No updates

## **VIII. Future Meeting Agenda Items**

- A. Vision 2030 Alignment Discussion (Spring 2025)
- B. Scorecard Update – SBVC and CHC (Spring 2025)
- C. Annual Committee Survey
- D. Survey Scheduling
- E. Integrated ERP

## **IX. Next Meeting**

April 24, at 1:00 p.m. via Zoom.

## **X. Adjournment**

Meeting adjourned at 1:45 p.m.

Recorder:

Daniella Esparza Jaime  
Senior Executive Administrative Assistant  
Educational and Student Support Services