



# Institutional Effectiveness Committee Meeting

SBCCD Board Room - 114 S. Del Rosa Dr., San Bernardino CA

## Meeting Minutes – May 24, 2018, 10:00 A.M.

### I. Welcome & Introductions

Present: Jeremiah Gilbert, Donna Hoffman, Giovanni Sosa, Artour Aslanian, Jim Xiang, Christopher Crew, Celia Huston, Rebeccah Warren-Marlatt, Christie Gabriel, Heather Ford (recorder)

J. Gilbert called the meeting to order at 10:09 a.m.

### II. Approval of Minutes

The Committee reviewed the minutes from 02/02/2018. Minutes were approved with no changes.

### III. Current Topics

#### 1. KPI Dashboard Update

J. Gilbert reviewed the KPI Dashboard Indicators. There are funding formulas that could be modified going forward. There were questions regarding KPI Indicator 2.6- participation rate in service area (all community college students that are enrolled in SBVC or CHC). J. Gilbert reported the Chancellor would like to have data based on our service area related to high school student's participation. Indicators 2.3 and 2.4 were discussed regarding potential growth to represent Pell and BOG grant recipient's success. J. Gilbert presented the online version of the KPI Dashboard which is currently live on the SBCCD website. The PDF links will be updated annually with new data. The comparison is data driven. J. Gilbert reported once there is enough data collected, the researchers will be able to identify targets. J. Gilbert stated this is a work in progress, the next phase is to include 2016-17 data.

#### 2. District Program Review Plan 2018 - 2022 Overview

J. Gilbert explained the program review process from past years. Going forward, the Campus Needs Assessment will be done first then reviewed at the District level. J. Gilbert reported the bulk of the program review process will take place May – September. J. Gilbert reviewed the program review process regarding the 4-year and 2-year self-evaluations and the rotation of the programs. The focus of the self-evaluation is to complete an analyzation and decide where the analyzation fits strategically into the program plan. J. Gilbert has uploaded those templates on the SBCCD website, as well as other helpful links, forms, documents, and resources.

#### 3. District Collegial Consultation Committee Organization

J. Gilbert was tasked by the District Assembly to create an organizational chart of the SBCCD Collegial Consultant Committee Organization. J. Gilbert will be working with Jason Brady (TESS/Website) to archive previously created organizational charts that are not currently active, as well as add the newly created organizational chart to SBCCD's website. R. Warren-Marlatt recommended including District Benefits Committee, District Safety Committee, and EEO

Committee as reporting to the Executive Vice Chancellor and the HSI Committee as advisory to the Chancellor.

4. District Support Services Strategic Plan Recommendation and Direction.

J. Gilbert reviewed the strategic plan. He is seeking assistance and guidance from the Chancellor's Cabinet. J. Gilbert will be making updates and reaching out to specific staff over the summer for input regarding scorecard metrics and targets that are defined.

5. District Employee Climate Survey Results (Summary Report)

J. Gilbert reported there are three versions of the report that were created. One to the Chancellor without any redaction. Version two is a full report with the employee name and title redacted which is available on the SBCCD website. The third version is an overall highlight summary report (redacted). J. Gilbert reported the reoccurring theme is to improve internal communications. Specifically, regarding policies and changes, as well as communication from the District Office to the campus' needs to be heavily improved. J. Gilbert mentioned it was his understanding that internal communications are not the District Director of Marketing, Public Relations, and Governmental Affairs responsibility. The committee discussed creating a follow up survey focused on internal marketing. Example questions: How would you like the District to communication with you? How often do you read Chancellor's Chat?

The committee suggested this follow up survey be conducted immediately to send a message that the District heard their survey results and we plan to find a remedy swiftly.

J. Gilbert will conduct a District Employee Climate Survey annually.

Based on Google Analytics, people are not visiting the District website.

J. Gilbert's focus over the summer will be the program review and strategic plan. In the fall the committee will begin to strategize regarding accreditation.

IV. Follow Ups

1. J. Gilbert collaborating with J. Brady regarding archiving previous org charts and updating with the new org chart on the District website.
2. J. Gilbert collaborating with the Chancellor's Cabinet, and researchers to update the District Support Services Strategic Plan and Program Review process.
3. Follow up on internal communications follow up survey.

V. Adjournment

Next Meeting: August 23, 2018, 10:00 a.m. SBCCD Board Room  
Meeting adjourned at 11:14 a.m.