



District Institutional Effectiveness Committee MINUTES

Wednesday, May 23, 2019
 10:00 a.m. – 12:00 p.m.
 SBCCD Boardroom
 114 S. Del Rosa Dr., San Bernardino, CA 92408

Members Present:

Jeremiah Gilbert (Chair, SBCCD)	Luke Bixby (SBCCD)	Rebecca Warren-Marlatt	Celia Huston (SBVC)
Heather Ford (recorder)			

Agenda Items	Minutes
1. Call to Order	Call to order at 10:08 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from May 23, 2019 were tabled.
3. District Employee Climate Survey	J. Gilbert reviewed the employee climate survey. He commented he and H. Ford are working on a result from the survey is lack of communication and how to communicate more effectively regarding the collegial committees updates districtwide.
4. Membership and Charge	J. Gilbert reviewed the current membership and charge. Asked the committee to invite the Chief Technology Officer to the committee. Unanimous approval. J. Gilbert reviewed the committee charge and pointed there are a few items that are not current. The committee agreed to revise the charge at the August meeting.
5. Amend Meeting Duration	J. Gilbert proposed the duration of the District Institutional Effectiveness Committee meet 90 minutes; 10:00 – 11:30 am. Unanimous approval.
6. 2019-20 Meeting Schedule	J. Gilbert updated the committee as the 2019-20 committee calendar. This committee is dark in June and July. R. Warren-Marlatt recommended the inclusion of the timeline. Committee agreed at the August meeting to add to the agenda regarding participating in the self-evaluations. R. Warren-Marlatt recommended this committee conduct it in the fall to have a lead on the results of the committee.
7. Function Map	<p>J. Gilbert reviewed the function map and commented the campuses have discrepancies.</p> <p>III.A.2 was reviewed. R. Warren-Marlatt commented that CHC can go either way. C. Huston commented SBVC can be shared responsibility. Both C. Huston and R. Warren-Marlatt will take it back to their respective committees to revise.</p> <p>III.A.4 was reviewed. C. Huston and R. Warren-Marlatt both agreed the respective campuses can be shared and primary responsibility.</p>

III.A.7 was reviewed. There was discussion regarding who has the primary and secondary responsibility. C. Huston and R. Warren-Marlatt agreed both respective campuses would be primary responsibility.

III.A.11 was reviewed. SBVC did not answer. There was discussion as to what other districts/campuses do. C. Huston and R. Warren-Marlatt agreed district primary and colleges secondary responsibility.

III.A.14 was reviewed. C. Huston and R. Warren-Marlatt agreed it would be shared/shared responsibility.

III.B.1 was reviewed. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.C.1. was reviewed. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.C.4 was reviewed. There was discussion.

III.D.5 was reviewed. There was discussion. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.D.6 was reviewed. There was discussion. C. Huston and R. Warren-Marlatt agreed it would be shared responsibility.

III.D.9 was reviewed. There was discussion. R. Warren-Marlatt feels strong the district has to take primary responsibility. C-Huston feels it should be primary shared responsibility. The committee agreed the campuses have secondary responsibility and the district have primary responsibility.

IV.A.5 was reviewed. There was discussion. C. Huston commented SBVC's curriculum is primary. R. Warren-Marlatt committed if we had a district curriculum committee it would be shared. But SBCCD does not, committee agreed to be primary/shared responsibility.

IV.D.2 was reviewed. There was discussion regarding it is silent on whom makes the decision. The committee agreed secondary/primary responsibility.

I.C.11 was reviewed. There was discussion regarding operating in foreign locations. R. Warren-Marlatt explained with our students studying abroad, or students that reside in Mexico this would apply.

N/A is appropriate with definition on a few and J. Gilbert to include N/A with definition on cover page.

	It is to be noted – the college representatives on this committee will take these results back to their committee for approval.
8. Other/Future Agenda Items	<p>FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> • Revise the charge at the August meeting. • Participating in the self-evaluations <p>J. Gilbert commented CTA passed and the calendar will go to board for approval. The PRT second visit will be rescheduled in fall.</p>
9. Next Meeting	August 22, 2019 at 10:00 a.m. SBCCD Boardroom
10. Adjourn	Meeting adjourned at 11:16 a.m.

Respectfully submitted,

Heather Ford
Executive Assistant
Office of the Chancellor
San Bernardino Community College District