



## District Institutional Effectiveness Committee

## MINUTES

Thursday, August 22, 2019

10:00 a.m. – 11:30 p.m.

SBCCD Boardroom

114 S. Del Rosa Dr., San Bernardino, CA 92408

Members Present:

Jeremiah Gilbert (Chair, SBCCD)	Luke Bixler (SBCCD)	James Smith (SBVC)	Celia Huston (SBVC)
Christopher Crew (SBCCD)			Heather Ford (recorder)

Agenda Items	Minutes
<b>1. Call to Order</b>	Call to order at 10:08 a.m. by J. Gilbert (Chair)
<b>2. Review of Minutes</b>	Minutes from 04/25/19 and 5/23/19 approved by consensus.
<b>3. Accreditation Updates</b>	<p>C. Huston reported partial draft of accreditation and will have full draft by September. J. Smith reported is working with the Deans of what the cycles are and the outcomes. J. Smith reported there is a large increase of enrollment. He will look into to see where initiative is causing the spike (high school, CTE, Promise, Strong Workforce, etc.).</p> <p>J. Gilbert confirmed accreditation site visit for October 15, 2019.</p>
<b>4. District Strategic Plan Objective with Targets</b>	J. Gilbert reported update on four that have changed.
<b>5. SBCCD Factbook</b>	J. Gilbert reported the factbook is historical data and trends. The first two chapters are prepared, and he has taken it to Chancellor's Cabinet for review twice. Once it is updated it will go to campus researches for review, then the District Institutional Effectiveness Committee, then to District Assembly for review. It will be the same process for the last three chapters. This will be an annual update thereafter. C. Huston recommended including forecasting. J. Gilbert commented inclusion in the factbook is an option or to have it as a brief as it may not fit in the factbook.
<b>6. Membership and Charge</b>	<p>J. Gilbert reported whatever membership changes made today, he will be taking to District Assembly to make it official.</p> <p>J. Gilbert reported four bullet points of the committee charge need to be updated as some are outdated and/or SBCCD does not utilize currently (Student Success Scorecard, IEPI, etc.). J. Gilbert provided the committee with other similar DIEC's charge to compare and contrast with SBCCD's.</p> <p>Additions:</p> <ol style="list-style-type: none"> <li>1. Prepare an annual Progress Report to describe progress in achieving the objectives in the Districtwide Support Services Strategic Plan.</li> </ol>

	<p>2. Develop and monitor implementation of the Districtwide Support Services Strategic Plan.</p> <p>3. Facilitate communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.</p> <p>C. Huston recommended tabling the membership and observe who will be attending. Then decide to condense the membership as it is very large.</p> <p>It was agreed to title the strategic plan as <i>Districtwide Support Services Strategic Plan</i>.</p>
<b>7. Election of Co-Chair</b>	J. Gilbert ask for nominations for DIEC co-chair. In the event the chair is absent, the co-chair will facilitate the meeting. C. Huston volunteered and committee agreed to co-chair the DIEC.
<b>8. Other/Future Agenda Items</b>	<p>J. Gilbert reported he will be presenting at the Board of Trustee's Study Session in October.</p> <p>C. Huston inquired about long-term growth priorities/forecasting and measuring faculty to FTES and the possible need to increasing faculty based on measurement. J. Gilbert recommended this topic for October DIEC agenda.</p>
<b>9. Next Meeting</b>	Thursday, September 26, 2019 at 10:00 a.m. SBCCD Boardroom
<b>10. Adjourn</b>	Meeting adjourned at 10:55 a.m.

Respectfully submitted,

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