



**Minutes of Institutional Effectiveness Committee
Held on August 27, 2018
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Rachel Bell, Grace Beltran, Tony Brunicardi, Amir Esfahani, Stephen Fredericks, Zaid Ghori (substituting for Wissem Bennani), Jim Houpis, Evan Leach, Zahra Mojtahedi, Gabriela Nocito, Nicole Porter, Kwame Thomas, Suji Venkataraman

Members Absent: Jacque Honda

Vacancies: Academic Senate, Language Arts Second Representative

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:11 p.m.

II. Approval of Agenda

A motion was made by Nicole Porter and seconded by Gabriela Nocito to approve the August 27, 2018 agenda. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Steve Aurilio and seconded by Stephen Fredericks to approve the April 23, 2018 Minutes. Motion carried unanimously with one abstention.

REPORT/ DISCUSSION

IV. Review Institutional Effectiveness Committee Charge

Members were given five minutes to review the Charge and note what appeals to them.

V. Introductions

Members introduced themselves, whom they represent, specific major college initiatives of which they are a part, and what they'd like to gain from serving on the IEC. Following are representative responses:

- To share best practices in IE
- To be more aware of decisions from college leadership and their rationale
- To understand how resources are allocated, including how the Mission/ Vision/ Values (MVV) and college goals drive resource allocation
- To understand how the major college initiatives support the MVV
- To learn how the IEC puts forward proposals to the Strategic Planning and Allocation of Resources Committee (SPARC)
- To inform and involve classified staff in decision-making

- To analyze data for the purpose of informing decisions
- To understand the strengths and weakness of the College and efforts to improve
- To be a source of information for others on campus
- To understand how the college operates
- To weigh how being a “student ready institution” is operationalized and measured

VI. Deepen Understanding of “Institutional Effectiveness”

Members worked in pairs/small group to define institutional effectiveness, as if their audience are seventh graders. Building on this foundation, Karen provided a brief overview of IE, drawing from Seymour and Bourgois’ (2018) *Institutional Effectiveness Fieldbook*.

Five basic questions frame discussions about IE: (1) Why do we exist? (Mission) (2) What do we want to create? (Vision) (3) How are we going to get there? (4) How will we know we are successful? (5) What do we do now?

She also reinforced:

- A. ...that IE is a continually iterative process, as a College seeks to continually improve;
- B. ...the distinction between institutional research (IR) and institutional effectiveness (IE);
- C. ...that it’s always better to demonstrate responsibility than be held accountable because “one inspires change and the other demands compliance” (Seymour and Bourgois, p.35).

VII. Applying an IE Cycle of continuous improvement by analyzing Employee Voice results pertaining to (a) program review, and (b) mission/vision/values

To reinforce the IE cycle, members reviewed the 2015 Employee Voice Survey results on the Integrated Planning and Resource Allocation Cycle. Members noted that not enough people are engaged in program planning, especially so adjunct faculty who may not know how to get involved or lack the time and resources. They also speculated that faculty and staff need designated re-assigned time to complete the program plan. One program was cited as an example of a collegial, collaborative process, in which they scheduled regular meeting times throughout the semester to work on program planning. Members also noted that the process of resource allocation isn’t transparent enough.

Members were then asked to review the Opening Day Handout on Program Review since the revamping of the program review process was intended to begin to address these issues:

- A. Changes were made to the Comprehensive Program Review (CPR) and Annual Program Plan (APP) templates to better align.
- B. SPARC and IEC will now review and provide feedback to programs on their CPRs.
- C. CPRs and APPs are housed on Strategic Planning Online (SPOL) to facilitate a stronger feedback loop.

ANNOUNCEMENTS

VIII. Reminders for your divisions

- A. Accreditation Institutional Self Evaluation Report (ISER, a.k.a. the “self-study”) solicitation for feedback from stakeholders and experts
- B. Accreditation Forum on Tuesday, September 25, 2018, 2:00 to 3:00 p.m., Room 6-202
- C. SLOAC Coaches available to assist faculty/ staff within and outside their areas:
 - BEPP: Guillermo Ortiz, Cassidy Ryan, Ronda Wimmer
 - COUN/SS: Lorraine DeMello



Approved Minutes

LA: Lucia Lachmayr, Erinn Struss
SMT: Nick Kapp, Rick Hough
SS/CA: Tiffany Schmierer, John Skovgaard

IX. IE Committee Meetings

Please designate the following Mondays for the 2018- 2019 Institutional Effectiveness Committee meetings from 2:10-4: September 24, October 22, November 26, January 28, February 25, March 25, and April 22. Calendar invitations have been sent via Outlook by Karen Wong.

NEXT REGULAR MEETING

The next regular meeting will be held on September 24, 2018 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:59 p.m.

Minutes were approved by Members on September 24, 2018.