

INSTITUTIONAL EFFECTIVENESS COMMITTEE

TUESDAY, September 8, 2020

MINUTES

**Members Present:** Caroline Durdella, Juana Mora, Sarah Cote, Julio Flores, Alice Mecom, Lisa Chavez, Michael Forrest, Ruben Agus, Alyson Cartagena, Grant Linsell

**Members not present:**

**Guests:** Jim Sass

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	
<b>I. Welcome</b>	The meeting was opened at 1:00pm	
<b>II. Review and approval of Minutes</b>	IEC members reviewed the minutes from last meeting, and there were no comments/corrections. Caroline welcomed Dr. Flores as the cochair of the IEC committee.	
<b>III. RISC Survey</b>	Revealing Institutional Strengths and Challenges Survey-  Jim Sass talked about the survey, five offices/departments recommendations- Admissions, Counseling Center, Financial Aid, Learning Assistance and Library) (4 demographic and 6 additional questions) The committee	Jim Sass will put together some questions and email them to the committee members. 30-40 faculty members will be contacted so they can administer the

	discussed the 6 other possible questions, due by the end of October.	survey as part of the class assignment, the survey is 7 minutes. The survey will be administered late October/November
<b>IV. Review IEC Roles &amp; Responsibilities</b>	Reviewed IEC roles, Committee charged. Goals for the year- completing the RISC survey, finalized the Vision and Values statement and have it approved by Spring. ACCJC report submission and standards. Went over the IEC calendar (Agenda for the year)	Julio will talk to Kevin about getting another Faculty member for the IEC meeting.
<b>V. Student Equity Survey</b>		
<b>VI. Review EMP Integrated Planning Model and Key findings</b>	Discussed integrated planning model.	
<b>VII. Overview of Committee Calendar and Activities for the year</b>	Discussed the Vision retreat, Values retreat (September 18 <sup>th</sup> )	Once the values retreat is done then they will continue strategic planning.
<b>VIII. Review Integrated Planning Calendar</b>		
<b>I. Discuss Vision and Values Retreat and Activities</b>	Caroline read the two vision retreat statements to the IEC committee. The committee members will take this information and inform their contingents about the upcoming RISC survey.	Caroline will send both of the statements to the IEC committee members.
<b>I. Adjourn</b>	The meeting was adjourned at 1:58 The next IEC meeting is scheduled for September 22 <sup>nd</sup> .	



Institutional Effectiveness Committee  
 Tuesday, October 13, 2020 - 1:00pm, Zoom Meeting

**Minutes**

**Members Present:** Aditi Sapra, Juana Mora, Alyson Cartagena, Caroline Durdella, Julio R. Flores, Alice Mecom, Lisa M. Chavez, Michael Forrest, Rowena Mendoza, Ruben Agus, Grant Linsell, Sarah Cote, Isai Orozco

**Members not present:**

**Guest:**

Agenda Item	Discussion	Follow Up
<b>I. Welcome</b>	Caroline welcomed the group and opened the meeting at 1:00pm. Introductions were made. There is one new faculty member, Aditi Sapra, who joined IEC.	
<b>II. Review and Approval of Minutes from 9/22/20</b>	There were no comments/corrections to previous minutes because there was no IRP Senior Secretary.	
<b>III. RISC Update</b>	Caroline reported that the RISC survey is scheduled to be deployed in a couple of weeks, from Nov. 2 to the 13, and completed before Thanksgiving break.  Caroline reported that RISC Data should be ready for analysis in early 2021. A presentation to the Board of Trustees will follow because of their interest.	
<b>IV. Campus-Wide Information Sessions – Vision and Values</b>	Caroline reported that these sessions will follow the same format as the previous campus info sessions on the mission statement. Caroline encouraged members of IEC to attend the presentation.  Member participation helps. Caroline is in the process of developing presentations. She will do a total of 4 sessions scheduled for early November. Invites are going out at the end of this week.	Send invites.
<b>V. Review Strategic Planning Retreat Information</b>	No comments and no suggestions to agendas. For the Nov. 6 agenda, Caroline’s goal is to try and limit institutional goals to no more than 5.	Change and send updated invites with start time from 8:00am to 8:30am

<p><b>VI. Program Review Sign ups</b></p>	<p>We need volunteers – 4 to serve on each of those days.</p> <p>IEC volunteers:  Grant Linsell: Monday, Nov. 30  Alyson Cartagena: will fill in the gaps where they are next week.  Alice Mecom: Wednesday, Nov. 2  Juana Mora: Thursday, Nov. 3</p>	
<p><b>VII. Review College Achievement Data</b></p>	<p>Caroline reported that last year this hit in the middle of the pandemic. The Vision Goals and System Targets tried to integrate the ACCJC standards. This was used last year for institutional goals and objectives. Grant and Alyson believe the format of this chart is easier to look at.</p> <p>Caroline reported that the Institution-Set Standards are the measures, and that they will be working with these and looking at the data to see if they want to move these around. Caroline will be looking for advanced in-service training students, mostly in public safety; they have a 100 percent pass rate. If these students are not taken out, they raise the overall success rate. Leaving these students in the data does not give us a complete picture of what is happening at the college.</p>	<p>Consider if this is something we want to address in our institution and standards or do we want to keep these students in the data. Reflect on this to indicate your decision. Next time we will have some data and examine what it is like when these students are in and when they're out and come out with PFC recommendations.</p>
<p><b>VIII. Adjourn</b></p>	<p>No floor items. The next IEC meeting is scheduled for Tuesday, October 27, 2020.  Meeting adjourned at 1:40pm</p>	