INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING

TUESDAY, FEBRUARY 12, 2019

Agenda	**Notes**
I. Welcome	
II. Minutes from 11/27/2018	
III. Program Review and Planning Updates	
IV. Governance Committee Evaluation	
V. Institutional Goals & Objectives & Vision for Success Goals – Local Goal Setting	
VI. Adjourn	

Planning Streamlined Evaluation

INSTITUTIONAL EFFECTIVENESS COMMITTEE
TUESDAY, FEBRUARY 12, 2019 - 1:00 PM, CI 172
MINUTES

Members Present: Caroline Durdella, Abbie Perry, Lisa Chavez, Ruben Agus, Alice Mecom, Rowena Mendoza, Juana Mora, Julio Flores, Grant Linsell
Members not present: Lisa Sandoval, Jim Newman

	AGENDA ITEM	DISCUSSION	FOLLOW UP
I.	**Welcome**	The meeting was opened at 1:05pm. Caroline welcomed IEC members back from winter break.	
II.	**Minutes from 11/27/18**	Julio's name will be added as being present, Grant's name will be changed to not present.	
III.	**Program Review and Planning Updates**	Caroline reported that the first phase of planning and program reviews has been completed. The program review executive summaries have been sent to the programs for review and will be uploaded into the program review plans shortly.	
IV.	**Governance Committee Evaluation**	The evaluation invitation email will be sent to committee members tomorrow. Some members may complete more than one survey depending on how many committees they serve on.	
V.	**Institutional Goals & Objectives & Vision for Success Goals – Local Goal Setting**	IEC will be working to set local goals for the next three years for disproportionately impacted (DI) students in these five areas: - Completion - Transfer - Unit Accumulation - Work Force - Equity IEC will be using the Student Success Metrics dashboard to develop these goals. Caroline gave a brief demo of the dashboard. At the March meeting, IEC will be looking at historical data and a comparison of two colleges – Cerritos and Long Beach.	

	Discussions will also take place with our equity team in order to blend what the team is doing with the equity goal. We want to ensure that the two timelines align. Timeline would be as follows: data reviewed at March IEC meeting, goals presented at Planning Retreat in April, then on to PFC for review, then to Board for adoption in May. The deadline to submit our local goals to the Chancellor's Office is May 31, 2019. Our institutional goals & objectives and local goals should all be going in the same direction. Both Lisa and Juana suggested looking at, and having a conversation on fill rates and enrollment management, and also looking at attempts to enroll in a class. On February 13, Caroline and Lisa will be attending the IEPI workshop: Connecting the Dots. Discussion on the local goals may take place at the workshop.	
VI. Adjourn	The meeting was adjourned at 1:45pm. The next IEC meeting is scheduled for February 26, 2019.	

INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING
TUESDAY, FEBRUARY 26, 2019

Agenda	**Notes**

Agenda

I. Welcome

II. Minutes from 2/12/2019

III. Program Review and Planning Updates

IV. Governance Committee Evaluation

V. Report – IEPI Workshop, Connecting the Dots

VI. Institutional Goals & Objectives & Vision for Success Goals – Local Goal Setting

- Review timeline
- Review template
- Alignment of Institutional Goals and Objectives
- Begin data discussion

VII. Adjourn

INSTITUTIONAL EFFECTIVENESS COMMITTEE
TUESDAY, FEBRUARY 26, 2019 - 1:00 PM, CI 172
MINUTES

Members Present: Caroline Durdella, Abbie Perry, Lisa Chavez, Ruben Agus, Alice Mecom, Juana Mora, Grant Linsell, Alyson Cartagena, Marie Eckstrom
Members not present: Rowena Mendoza (Excused), Ruben Agus (Excused), Julio Flores, Lisa Sandoval, Jim Newman
Guests: Francisco Suarez, Mike Slavich, Yolanda Emerson, Cameron English, Cecilia Rocha

AGENDA ITEM	DISCUSSION	FOLLOW UP
I. Welcome	The meeting was opened at 1:00pm. Caroline welcomed guests from CTE, Non-Credit, Educational Centers, Math, and Student Equity. The five guests will continue to be invited to IEC meetings on a temporary basis. This is to ensure expanded representation at IEC meetings.	
II. Minutes from 2/12/19	IEC members reviewed the minutes from last meeting, and there were no comments/corrections.	
III. Program Review and Planning Updates	Marie Eckstrom reported on the Program Review presentation at last Academic Senate meeting. She reviewed the institutional recommendations with IEC. The Program Review Executive Summaries have been sent to programs, and their responses are due by March 4.	
IV. Governance Committee Evaluation	Caroline reported that there was a decent amount of responses received for the Governance Committee Evaluation Survey. The survey is now closed and the results will be sent to the committees prior to spring break.	
V. Report – IEPI Workshop: Connecting the Dots	Caroline reported that she, Cecilia Rocha, and Francisco Suarez attended the IEPI workshop. Cecilia gave a description of the workshop. Workshop topics included: Student Success Metrics dashboard, local goal setting.	

		IRP and Student Equity are working together to identify the Disproportionately Impacted (DI) group. The Student Success Metrics dashboard includes all students.	
VI.	**Institutional Goals & Objectives & Vision for Success Goals – Local Goal Setting** - **Review timeline** - **Review template** - **Alignment of Institutional Goals & Objectives** - **Begin data discussion**	Caroline reported that local goal setting must be certified by May 31, 2019. She reviewed a tentative timeline. Caroline shared the Local Goal Setting template with IEC for their review. There was a general consensus by IEC members in aligning Institutional Goals & Objectives with Local Goal Setting template. Caroline reported that all data will be completed by next IEC meeting. IEC will work on first four goals in March (Completion, Transfer, Unit Accumulation, and Workforce) and the fifth goal (Equity) in April.	
VII.	**Adjourn**	The meeting was adjourned at 1:57pm. The next IEC meeting is scheduled for March 12, 2019.	

INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING
TUESDAY, MARCH 12, 2019

RIO HONDO COLLEGE

Planning Streamlined Evaluation

<u>Agenda</u>

<u>Notes</u>

I.   Welcome

II.   Minutes from 2/26/2018

III. Governance Committee Evaluation

IV.   Planning Retreat Agenda

V.   ACCJC Annual Report – Institution Set Standards

VI.   Student Equity Goal Setting Update

VII. Institutional Goals & Objectives & Vision for Success Goals – Local Goal Setting

VIII. Adjourn

<u>Agenda</u>

I.   Welcome

II.   Planning Retreat 2020
- Brainstorm topics/activities

III.   ACCJC Annual Report & Institution Set Standards

IV.   Adjourn

<u>Notes</u>

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

AGENDA ITEM	DISCUSSION	
I. Welcome	The meeting was opened at 1:00pm	
II. Review and approval of Minutes	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.	
III. RISC Survey	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
IV.	**Review IEC Roles & Responsibilities**	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.
V.	**Student Equity Survey**		
VI.	**Review EMP Integrated Planning Model and Key findings**	Discussed integrated planning model.	
VII.	**Overview of Committee Calendar and Activities for the year**	Discussed the Vision retreat, Values retreat (September 18th)	Once the values retreat is done then they will continue strategic planning.
VIII.	**Review Integrated Planning Calendar**		
I.	**Discuss Vision and Values Retreat and Activities**	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.
I.	**Adjourn**	The meeting was adjourned at 1:58 The next IEC meeting is scheduled for September 22nd.	

Tuesday, September 8, 2020
IEC Meeting

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1. Welcome

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2. Review and Approval of Minutes

2.01 Minutes

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3. RISC Survey

3.01 James Sass

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4. Review IEC Roles & Responsibilities

4.01 Committee charge & membership

4.02 Goals for the year

4.03 20-21 IEC Calendar Activities

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5. Student Equity Survey

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6. Review EMP Integrated Planning Model and Key Findings

6.01 Integrated Planning Model

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7. Overview of Committee Calendar and Activities for the Year

7.01 Vision

7.02 Values

7.03 Strategic Plan

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8. Review Integrated Planning Calendar

8.01 Planning and Program Review Key Dates

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9. Discuss Vision and Values Retreat and Activities

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10. Adjourn

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

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V.	**Student Equity Survey**		
VI.	**Review EMP Integrated Planning Model and Key findings**	Discussed integrated planning model.	
VII.	**Overview of Committee Calendar and Activities for the year**	Discussed the Vision retreat, Values retreat (September 18th)	Once the values retreat is done then they will continue strategic planning.
VIII.	**Review Integrated Planning Calendar**		
I.	**Discuss Vision and Values Retreat and Activities**	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.
I.	**Adjourn**	The meeting was adjourned at 1:58 The next IEC meeting is scheduled for September 22nd.	

Tuesday, October 13, 2020
IEC Meeting

1. Welcome

2. Review and Approval of Minutes

3. RISC Update

4. Campus-Wide Information Sessions - Vision and Values

5. Review Strategic Planning Retreat Information

5.01 Strategic Planning Retreat I

5.02 Strategic Planning Retreat II

6. Program Review Sign ups

6.01 Fall 2020 Program Review Committee Meetings Schedule

7. Review College Achievement Data

7.01 Vision Goals and System Targets

7.02 Institution-Set Standards

8. Adjourn

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
I. Welcome	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.	
II. Review and Approval of Minutes from 9/22/20	There were no comments/corrections to previous minutes because there was no IRP Senior Secretary.	
III. RISC Update	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.	
IV. Campus-Wide Information Sessions – Vision and Values	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.
V. Review Strategic Planning Retreat Information	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

VI. Program Review Sign ups	We need volunteers – 4 to serve on each of those days. 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	
VII. Review College Achievement Data	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. 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.	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.
VIII. Adjourn	No floor items. The next IEC meeting is scheduled for Tuesday, October 27, 2020. Meeting adjourned at 1:40pm	

RÍO HONDO COLLEGE

Tuesday, October 27, 2020
IEC Meeting

1. Welcome

2. Review and Approval of Minutes

2.01 IEC Meeting Minutes, 10-13-20

3. Planning Updates and Reminders

3.01 Information Sessions

3.02 Vision and Values Survey

3.03 Strategic Planning Retreat

4. Review Achievement Data

5. Develop Institutional Standards Recommendations

5.01 SC ACCJC Institution Set Standards adopted by IEC 3_12_19 corrected reporting year

6. Adjourn

Institutional Effectiveness Committee
Tuesday, October 27, 2020 - 1:00pm, Zoom Meeting

Minutes

Members Present: Caroline Durdella, Aditi Sapra, Alice Mecom, Alyson Cartagena, Grant Linsell, Juana Mora, Julio Flores, Lisa Chavez, Lisa Sandoval, Michael Forrest, Rowena Mendoza, Ruben Agus
Members not present:
Guest: Sarah Cote

Agenda Item	Discussion	Follow Up
I. Welcome	Caroline welcomed the committee and opened the meeting at 1:00pm.	
II. Review and Approval of Minutes from 10/13/20	A correction was made listing the Program Review committee volunteer sign up dates from Nov. to Dec.	
III. Planning Updates and Reminders	Caroline reported that the Campus Forum, Vision and Values, info sessions are being done next week. Everyone should have received emails notifications. Caroline encouraged members to attend if they can make it. Caroline said that the vision and values survey, like the mission statement of last year, will be synthesized by Sarah, along with the feedback. We can then discuss at IEC, followed by PFC, and then relay to President Dreyfuss. We are following the same process. Caroline informed everyone that the last retreat is on the Nov. the 6th and that we will work on the notes in IRP, synthesize the themes looking at the priorities, and look to create goals and brainstorming activities and which area will be responsible for which activities (working on this) - we will likely not finish – it'll come back to IEC, and they will do the final shaping and then go to the planning retreat. Maybe we will have a finalized strategic plan before the end of the spring term. Grant asked if we are going to have the board at future events.	

	Caroline responded that it is not likely, but probably at the meeting on the 6th. It was a recommendation that they observe, and Caroline thinks it's good because they get an idea of how everything fits together. What Caroline explained is that everything is really high-level and that by not observing they don't have the background or the content for which to act. Grant commented that he thinks it was great that the board were there. Caroline said it was communicated that they were observers in the process and that they did a good job observing. Caroline believes they were glad and grateful to hear the discussions. She said we didn't want them to be surprised about all the things that we are doing. This was the reasoning.	
IV. Review Achievement Data	Caroline reported on the SC ACCJC Institution Set Standards adopted by IEC and displayed the corresponding excel sheet data. Sarah obtained the latest data from the student success data dashboard. Caroline reported that we were required to use the student success matrix dashboard, and that when we went back to the dashboard in July, and compared to the March 2019 figures, some of them had changes. We are investigating why. For RHC, we do not know what is happening there. Caroline said, they had Sarah leave what we had in 19, all the figures, and updated the last column. Sarah said the red cells are the ones that didn't match and that she did not update them. Caroline reported that the main discrepancy is in the raw transfer data. Everything else seemed to match. She said we should look at these and see how we want to proceed. Michael inquired if Covid played into any of this. Caroline said no because this data was before Covid, but moving forward, we might want to consider Covid as part of the next coming year. Also, there are no aggregate disaggregations for ACCJC for this spring, but once Covid is resolved we might do that. Alice responded whether to determine if asynchronous or synchronous is better or if it's best to even go there.	Caroline said IRP will look at bringing the committee something to respond to regarding exploring the creation of multiple standards of performance for the institution, and that we would start with the completion rate standard and look at this in the spring.

Grant said he is trying to understand how we should do that. Using the pandemic term as a baseline seems problematic - he loves that question but does not know how to get around that. There are no synchronous courses at Rio Hondo – the online courses are all asynchronous.

Alice responded that she does not know how this might be helpful if there is a second year of Covid.

Caroline said that we know the online modality versus the regular modality was closing. As an institution we have to talk about if we are going to expand access how are we as an institution are going to ensure accountability – are we mediating barriers to ensure the success of the students we are inviting in?

Grant said that maybe Juana and him can talk about this online or offline to discuss how equity impacts our plan.

Caroline said that what she wants from everyone is a good idea to move forward with what the commission requires, which is looking at these rates in their totality, but at some point, we should give some serious consideration to establishing standards with disaggregated data. To a certain extent, Caroline expanded, we have those in the equity plan, but I don't think we've done those for ACCJC. Is this something we want to look at in the spring because it's almost November now?

Grant asked, do you anticipate this to be a very long discussion?

Caroline responded that she does not see a downside – it's further consideration. If we have a broader discussion in the spring about disaggregation, what does that look like in terms of different standards? She thinks the goal for her is to draw attention to the need to disaggregate performance, the need to measure success in terms of how everybody is doing, and how everyone does differently. It is a bigger conversation, and she does not want to ignore it, so she is looking to the committee.

Juana said she thinks Caroline is right that it is an important discussion to have, especially if our mission says that we are an anti-racist campus.

Caroline then said that in the past, you create one standard, which is what we have now – a standard of performance, and then the conversation is about the composite performance, and here are all the folks who are above and below the composite, so the other thing to consider is how do we want to have that

conversation? It is a constant struggle because you are always measuring against something. I want the conversation to be that we have variation in success rate, in that it means we have a variation of experiences in our institution, and how can we ensure that the experiences that we provide benefits our students in the experiences that they need. These are all achievement outcomes.

Alice asked if we could see what Rio Hondo students respond best to, even if it gets fixed, she thinks we're on a new path.

Grant said that he likes where Alice is going with this, that we shouldn't whistle past the graveyard – Covid has profoundly impacted our campus. It is going to be really hard to continue having the same discussions that we had pre-pandemic. We can't stop the planning process.

Caroline said there is consensus to take up the issue of aggregated standards in spring.

Grant asked, if we do not disaggregate how can we continue the conversation in a meaningful way?

Caroline responded that there is a couple of issues: you can talk about performance the way it is being talked about for a long time, and every disaggregate group is discussed in relation to that standard. The question: is that appropriate in our current environment?

Alice said that does not give us much action to take: what do we do with that information if we want to respond in live-time in Covid?

Caroline provided an example: you generally compare, an internal comparison in a group. You would look at that groups' historical performance against itself/its standard. You would look at the performance of a group compared to their own standard or the overall standard.

Juana said that in terms of having the conversation maybe the question should be flipped: why would we not disaggregate the data? Maybe provide a justification for this.

Grant asked: how much of a heavy lift is it for your IRP to provide this?

Caroline responded that she thinks it would be helpful for Rio Hondo. Maybe we do not do every single one that ACCJC has, but I think we should do one for completion rates and for degrees and certs and specific types of disciplines.

Alice responded yes because then we know what to do with that information: if we do what you are suggesting, that gives us a focus to act on something.

Grant responded that it could move in the direction to change our institutional goals and objectives.

Alice said that she does like the idea of exploring because in Covid, exploring uncovers things.

Caroline said that she likes the aspect of disaggregating standards - you are not making a group less than if you are comparing them to their own standard.

Alice asked if this could be tied to pillar 4.

Caroline then requested feedback from the committee.

Juana said these other components that everyone is bringing up are important, but we do not have to necessarily address this now: why wouldn't we disaggregate data? We should advocate for providing that data and looking at that data from this framework and change will go about that way.

Grant asked: are we talking about disaggregating those data?

Caroline said, creating multiple standards – is that something that we should do? She thinks we should explore it. We can always change our mind.

Grant: said that this might be something for us to explore in the future – eventually when we are ready to look at the ILOs, this could be a good chunk of info for us.

Caroline said you can then connect Canvas data to that platform and report at the individual student level. Then you could do disaggregation.

Alice said she thinks it is good because you could come up with fun stuff.

Caroline said that what she has heard is to explore creating multiple standards of performance for the institution, and that we would start with the completion rate standard and look at this in the spring: am I hearing correctly?

The majority of the committee then responded by displaying the Zoom thumbs-up icon.

	Caroline said IRP will look at bringing the committee something to respond to.	
V. Develop Institutional Standards Recommendations	Caroline continued and referred to the sheet on SC ACCJC Institution Set Standards adopted by IEC and said that we have gone down in this standard. We are outperforming Cerritos and Long Beach: what do folks think about this? Caroline reported that it seems like 72% is the level that we are at right now without any effect, any initiatives that may impact these rates from the governor's call to action. Do we think we want to stick with this 72% this year or bump it up now and see what happens? Grant responded that he does not know how to have this conversation without knowing that something is on the horizon in the spring of 20, not in the rear-view mirror of the data – 72 is pretty good. Caroline responded that this shows her that this signals that a student wanted to complete but perhaps, because of the pandemic, was not able to do that, and they took this door, and this door allowed them the flexibility, but doesn't allow them to move forward at the speed that they wanted to. Lisa agreed that this would be very interesting to look at. Caroline asked the committee: what do others think? Michael said he would be nervous about changing any standard. Lisa said she had a conversation with Julio about the number of certs: that number got so high because we were able to apply all the efforts to all the students. Alyson said she also likes the idea of keeping it leveled. Maybe the next time we look at this, we can make some prediction for the future. Caroline summarized what she is hearing from everyone: we are going to keep the standards leveled because we do not know how Covid will impact the data next year. The other thing she wanted to ask about is about the aspirational number for 18-19 that was blown out of the water. Lisa asked if there is any insight on the 946 number from 18-19? We will continue see numbers like that	Recalculate the transfer figures. We want to explore multiple standards for the completion measure. We are going to explore the transfer figures and come up with a new standard for that, and then look at any correspondence between ADT and the certs, and bring that back.

	because of the GE certs; then that is reflective of the new reality. Grant asked Lisa: do you think this big number represents at all an excitement bump? Do you think that will trail off? Lisa responded that yes, she would expect the number to be around the same. Caroline responded that she would suggest that because the dashboard has been revised downward, that we recalculate the transfer figures. We want to explore multiple standards for the completion measure, we are going to explore the transfer figures and come up with a new standard for that, and then look at any correspondence between ADT and the certs and bring that back.	
VI. Adjourn	No floor items. The next IEC meeting is scheduled for Tuesday, November 10, 2020. Meeting adjourned at 1:58pm.	

Tuesday, November 10, 2020
IEC Meeting

1. Welcome

2. Review and Approval of Minutes

2.01 IEC Meeting Minutes, 10-27-20

3. Dialogue -- Institution Set Standards

4. Committee Debrief Vision and Values Information Sessions

5. Committee Debrief Strategic Planning Retreats

6. Finalize Strategic Planning Recommendations

7. Adjourn

Institutional Effectiveness Committee
Tuesday, November 10, 2020 - 1:00pm, Zoom Meeting

Minutes

Members Present: Caroline Durdella, Alice Mecom, Aditi Sapra, Alyson Cartagena, Grant Linsell, Julio Flores, Lisa Chavez, Michael Forrest, Ruben Agus
Members not present: Rowena Mendoza (Excused)
Guest: Sarah Cote

Agenda Item	Discussion	Follow Up
I. Welcome	Caroline welcomed the group and opened the meeting at 1:00pm.	
II. Review and Approval of Minutes from 10/27/20	There were no comments/corrections to the previous minutes.	
III. Dialogue -- Institution Set Standards	Caroline, reported support for not increasing the standards, keeping them relatively stable, and support for coming back in the spring for standards for some students.	
IV. Committee Debrief Vision and Values Information Sessions	Caroline reported that four sessions were held. Some in attendance included Alyson Cartagena and Ruben Agus. Several people came to Monday's session, the best attended.	
V. Committee Debrief Strategic Planning Retreats	Caroline reported that much progress was made in the two retreats have taken place, October 16 and November 6, but there is still work left to do. Caroline presented and reviewed the Strategic Planning – Draft Goals Worksheet explaining that 5 themes emerged last time in the discussions, and then everyone brainstormed goals, and finished on three-year activities and identified areas that were responsible for this.	
VI. Finalize Strategic Planning Recommendations	Caroline reported that previously most of the time was spent on discussing activities for theme 1 and identifying 4 goals. Alice inquired if we should specify non-credit as we do dual enrollment? Caroline responded, yes, potentially. Caroline asked, given these goals, what are some activities to bring these goals to fruition? Under the suggested theme for Strategic Enrollment Management, the following activities were added:	

Design instructional and non-instructional programs for adult learners (bridge, boot camps, preparatory programs). The Center for Career and Re-Entry Services was added under stakeholders.

Caroline asked: what are some activities that support increasing FTE and headcount?

The following activity was added: CTE Dean and VPAA engaging with LMI and EMP and working with faculty to develop new programs.

Caroline asked, for the item improve engagement/strengthen enrollment with living-wage programs, what are some activities?

Grant responded that these sets of goals really align with a marketing piece.

Marketing of living-wage programs was added.

Grant asked if there is any way to redesign the logo?

Alyson asked if better marketing could be connected with the career coach agents?

Grant asked if we have to be able to say that the CTE program will provide living-wage jobs.

Caroline responded that you have programs that don't necessarily fall within that category. Any program where you're an independent contractor won't show up.

Grant said that it's worth some follow up with Mike Slavich.

Julio mentioned that it would be useful for marketing to tie in the certificate programs and give students the salary/wages in that potential field – if we did that for all programs that would let them make a more educated decision. We need to maybe incorporate the use of the available tools in our culture.

Caroline asked if there are any activities for improving the public image of the college –expand beyond CTE?

Grant responded that maybe there's a way to always have one of these highway CTE under the spotlight.

Caroline said that it is suggested that this is a campaign.

Julio asked if that wasn't the reason that we started the slogan "Start Rio, Go Anywhere"? One of the best ways to do that, Julio continued, every year we have a counselors' breakfast and educate high school students about the programs we have. Julio believes

maybe it's on the relationships we have with our counselors.

Grant agreed with Julio and said he wonders then if this is just a function of what is easy for us to finance; it's a lot more difficult to have a concerted institutionalized approach. This requires high-level administrative cooperation and vision.

Alyson agreed that highlighting who faculty are is really key: yes, we have these programs, but we also have amazing faculty. Maybe highlight the programs but also the faculty and their professional program. Their connections to the industry are really important. Some colleges have posters of former students who did transfer.

Caroline asked, now moving to technology, on "develop and implement state of the art integrated information-technology systems," what other activities?

Ruben said that that IT has to use cloud ERP to help other departments: if we upgrade to the cloud systems, it would free up things for IT to better interact with other departments instead of maintaining their equipment. The school has to have a mobile application so that it's a once stop shop for all the students, from registration, down to counseling, down into a system so that a counselor can push a notification into their phones and give a notification to the students when they're falling behind in their classroom.

Invest in mobile applications for students was added.

Caroline also added, "technology to be more student oriented and focused on developing and implementing systems that inform programmatic decision-making and support increased student success."

Alyson asked if we need to have increased integration of platforms?

Caroline added, "integrate administrative platforms such as curriculum, outcomes, and learning management systems, SIS, planning and program review platform."

Caroline asked, how do we increase student access?

Michael asked, announce tons and tons of workshops, have fairs, more job fairs?

Caroline responded, what specific integration can we execute with expanding access to the college, improving our outcomes in terms of completion and employment?

	Alice responded that this is guided pathways, all the pillars are there in that phrasing. Caroline said that it seems like we are developing a lot of resources now: what else do we need to do? Anything else? Is that going to achieve the increase we are going for? Caroline asked, what kind of activities could we come up with to support the areas of "develop focused comprehensive professional development"? Caroline added to the activities: implement campus professional development plan based upon the Guided Pathways Pillars mentioned by Alice. Aditi asked if we need to be clear about PD, specific activities? She is thinking about equity, specifically hearing from RISE scholars. Caroline added: hearing from specific groups of students regarding their challenges in order to engage faculty more deeply with student success among special populations. Rubem requested, and Caroline added, for the IT department to have service-level agreements from them so the campus community knows what to expect if we request something from IT. Caroline also added: ensure that planning and resource allocation processes are completed each year. Caroline said she will take all the information and synthesize it and bring it back to everyone.	
VII. Adjourn	No floor items. The next IEC meeting is scheduled for Tuesday, November 24, 2020, at 1:00pm. Meeting adjourned at 2:02pm.	