



Institutional Effectiveness Committee

December 14, 2017

3:00pm – 4:00 pm

SS-104

Minutes

Participants: Angelina Hill, Paul Chown, Keith Snow-Flamer, Ed Macan, Dan Calderwood, Julia Peterson (telepresence), Stephanie Burres (support)

Purpose:

1.0	Determine best formula for setting Standard & Targets (Paul Chown- attached)	<ul style="list-style-type: none">● We had previously broke persistence out by full- and part-time to assess our mission. We were then asked to develop institution set standards and assess short (1-year) and long-term (6-year) goals, so metrics have changed and have not been consistent over time. Increasing consistency in measures over time is a goal.● Paul has selected several floors and targets based on percent of average. The Chancellor’s office no longer looks at persistence of full-time versus part-time students. They instead measure prepared and unprepared students.● Ed would like to know how we compare with other institutions. Paul has recently explored who is in our peer-group (according to the Chancellor’s office), and finds that our peer group is incomparable to us in many ways.● President Snow-Flamer would like for us to use metrics in keeping with the recommendations of the Chancellor’s office. From there, we need to establish a floor, short-term, and long-term goal. The floor will be established at 90% of average. Course success doesn’t seem to change over-time which makes percent of average difficult to use.● The definition of persistence has been changed and Paul has added remedial progress to the metrics.● Will we re-adjust averages every year to set targets or base our analysis on a set average for the long-term? The short-term goal will be updated annually.
2.0	Document steps for standardizing Annual Plan development	<ul style="list-style-type: none">● There was concern from the ACCJC team about how we develop our annual plan. As a result, we would like to standardize the process and timeline.● Steps:<ul style="list-style-type: none">○ Review previous year’s annual plan and Education Master Plan.○ Collect all of the plans submitted as part of program review and sort them by themes to help guide our annual planning (January meeting).○ Reach out to all of the district planning committees, KT and DN, and the Senate to ask for their plans for the year to inform annual planning (end of February, March).● Is there a role for classified staff (CSEA) and or management council in the larger planning process or are their interests represented on the various committees they serve on.

		<ul style="list-style-type: none"> • Once these steps have been completed we will have a working document that can be vetted by the IEC (April) and submitted to the constituency groups for feedback (May). • The timeline for the completion of the annual plan will be integrated into the overall institutional effectiveness timeline.
3.0	Review/revise the IE Timeline (add staff prioritization, others?)	<ul style="list-style-type: none"> • SDLG would like the prioritization of staff to be added to the timeline so that the importance of the position can be presented to the group. • We would also like to highlight the need for VP oversight of program review submissions. The VP of Administrative Services signature was left blank on some of the administrative program reviews (specifically those authored by the VPAS). The IEC recognizes that this is something that needs to be followed-up on next year. • Paul will unlock the program reviews missing signatures and we will have Ericka Barber review and sign them.
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