



Districtwide Institutional Effectiveness Committee Minutes

Meeting Date	August 23, 2018
Meeting Time	10:00 a.m.
Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair, SBCCD)	President Diana Rodriguez (SBVC)	Paul Bratulin (SBVC)	President Dr. Audre Levy (Interim, CHC)
Craig Luke (SBVC)	Jose Torres (SBCCD)	Richard Galope (SBCCD)	Rebecca Warren-Marlott (CHC)
Celia Huston (CHC)	Stacy Garcia (SBCCD)	Dr. James Smith (SBVC)	Dr. Giovanni Sosa (CHC)
Keith Wurtz (CHC)	Christopher Crew (SBCCD)	Angel Rodriguez (SBCCD)	Heather Ford (recorder)

Agenda Items	Discussion	Action Items/Tasks
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I. Call to Order	Call to order at 10:06 a.m. by J. Gilbert (Chair)	
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II. Introductions	J. Gilbert reviewed job title changes with District employees and reviewed the 2018/19 membership.	
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III. Review of Minutes	Review and approval of meeting minutes dated 05-24-2018	Action Item - Minutes Approval Motion - C. Huston Seconded - J. Torres Unanimous Approval Abstained - K. Wurtz and D. Rodriguez
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IV. Chancellor's Goals	J. Gilbert reviewed the Chancellor's goals and objectives	
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V. 2017-2022 District Strategic Plan Objective with Targets Discussion	<p>J. Gilbert reviewed and discussed the 2017-22 District Strategic Plan and extending target dates to 2022.</p> <p>J. Gilbert reported some objectives in Goal 2 could be troublesome. They are acceptable until the end of this academic year. Proposed altering these objectives by offering an addendum that focuses on student success.</p> <p>Discussion of extending targets. C. Huston recommended documenting meeting the targets. D. Rodriguez mentioned the colleges can and should celebrate these successes as this is a huge milestone.</p> <p>J. Gilbert reported not all targets have been met and will be re-evaluate. R. Warren-Marlott state some outcomes are called out and some are not. The State will be funding based on completion. IT would be in the best interest to align objectives and outcomes with state funding formula.</p> <p>J. Gilbert-Student Success Scorecard transfer level math & English achievement rate. First year data would be a predictor/indicator to align a realistic target. J. Gilbert will create a subcommittee to draft/re-create reports to tie it in.</p> <p>J. Torres was tasked to get funding formula for each college. A meeting with Andy, Steve, Jeremiah, Rebecca, and others will be scheduled to give a subset to Jeremiah's subcommittee. The process will begin with the subcommittee, present to DIEC, then present to District Assembly, final presentation to BOT.</p> <p>J. Gilbert reported that there is no defined measure of SEP completion and proposed a method for calculating student education plan (SEP) completion (objective 1.1.4).</p>	<p>TASK - J. Torres to get funding formula per each college.</p>
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	<p>Christopher reported the challenge is the students' ed plan is not necessary linked to end plan. Ideas change, courses change, etc. Looking at cohorts and looking to better define student ed plan with ed code. It is very complicated to track due to changes in students' original programs who eventually don't take specific classes. This is not due to the student failing courses, but possibly due to changes in classes.</p> <p>D. Rodriguez reported some courses that are within a program might have an alternative class to earn the same required credit. This portrays the raw data as the student did not follow their ed code when in fact they did with the alternative class.</p> <p>C. Crew reported this was created to measure those students who do not enroll in a program but rather take a few courses. Measuring completion of an ed plan is nearly impossible because we do not have the software available to track. R. Waren-Marlott reported there are two different measurements. 1. Measuring a comprehensive plan and 2. Completion of ed plan.</p> <p>Ed plan to transfer. There are two goals 1. is based on the student completing a form during enrollment and 2. matriculation goal – student end ed plan fluctuates as they progress through their program. Measuring has to be done by cohort or entire student body since they are tracking completion. This process excludes many students because not all students complete a SEP leaving ed plan tracking impossible for all students. Geo reported Ed code is mandated by the state. In which changes are not acceptable to Ed code but additions are acceptable.</p> <p>J. Torres mentioned three aspects; 1 – measurement with students with ed plan 2 – how prescriptive we are making ed plan – which is not accurate due to changes with alternative classes 3 - measurement of completion of ed plan – which cannot be measured due to lack of technology/software</p> <p>J. Gilbert will work with the researchers to create separate proposals to report to the committee.</p>	
VI. Future Agenda Items	<p>A. Rodriguez will work with the campus' marketing directors to create a PR campaign to celebrate the upper trends.</p> <p>J. Gilbert – Accreditation standards have been mapped to district committees and will now be agendaized so that work can begin on them. He will report back to this committee on progress.</p> <p>C. Huston - ACC/AJJ conference – identify funding for a few of this committee members to attend.</p>	TASK – J. Gilbert change/create new objectives.
VII. Other Items		
VIII. Next Steps	Next Meeting: September 27, 2018 10:00 a.m.	
XI. Adjournment	Meeting adjourned at 11:23 a.m.	

Respectfully submitted,

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