



District Institutional Effectiveness Committee

MINUTES

Thursday, January 23, 2020

10:00 a.m. – 11:30 p.m.

SBCCD Conference Room 1

550 E. Hospitality Lane, Suite 200

San Bernardino, CA 92408

Members Present:

J. Gilbert (Chair, SBCCD)	J. Torres (SBCCD)	C. Huston (SBVC)	K Wurtz (CHC)
C. Crew (SBCCD)	L. Bixler (SBCCD)	Aslanian (CHC)	J. Townsend (CHC)
M. Riggs (CHC)	H. Ford (SBCCD) Recorder		

Agenda Items	Minutes
1. Call to Order	Call to order at 10:00 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from 10/24/19 approved by consensus.
3. Accreditation Updates	C. Huston updated over spring break she will be finalizing. K. Wurtz has all completed minus one section.
4. District Strategic Plan Objective with Targets	J. Gilbert updated. The Strategic Plan will go to Board for first read in February 2020 and second read in March 2020.
5. Fact Book	J. Gilbert reviewed the website location and what data is included. Going forward, previous data will be archived on the website. K. Wurtz asked to have employee data aggregated by college.
6. Membership Review	<p>J. Gilbert reviewed membership structure. K. Wurtz recommended a Dean be included rather than expert. M. Riggs recommended not to include PIOs of each campus and district. C. Crew asked for a write up that summarizes by each committee/body and shared with the public. C. Crew and A. Aslanian volunteered to draft and send to each PIO of both campuses and district. M. Riggs recommended not to include chancellor and college presidents since this committee does not review policy. J. Torres recommended Interim Vice Chancellor of Human Resources replace Vice Chancellor of Workforce Development, all agreed.</p> <p>Membership includes: Executive Vice Chancellor Vice Chancellor of HR CTO Institutional Effectiveness, Research, and Planning Dean from each college Academic Senate Presidents or designee(s) One Classified Senate representative from each college Two CSEA representatives One CTA representative from each college Accreditation Liaison Officer from each college Accreditation Committee Chair from each college</p>

7. District Collegial Committee Organization	J. Gilbert reviewed the org chart from May 2018. J. Gilbert reviewed draft of revision. J. Gilbert to reach out regarding enrollment management and bring back to next committee.
8. Other/Future Agenda Items	J. Gilbert will take membership changes to District Assembly for feedback. J. Gilbert will gather more information regarding the org chart and will bring back to the next meeting.
9. Next Meeting	Thursday, February 27, 2020 at 10:00 a.m. SBCCD Conference Room 1
10. Adjourn	Meeting adjourned at 10:36 a.m.

Respectfully submitted,

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