



District Institutional Effectiveness Committee

MINUTES

Thursday, February 27, 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)	P. Bratulin (SBVC)	C. Huston (SBVC)	J. Townsend (CHC)
C. Crew (SBCCD)	J. Smith (SBVC)	H. Ford (SBCCD) Recorder	

Agenda Items	Minutes
1. Call to Order	Call to order at 10:06 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from 1/23/2020 approved by consensus.
3. Accreditation Updates	C. Huston updated over spring break she will be finalizing. Accreditation forum today – they have not been well attended thus far. She will be going to Mission College to review and learn further.
4. District Committee Self-Evaluation Survey	<p>J. Gilbert updated and reviewed the survey. J. Gilbert revised the survey as it contained many irrelevant questions, and asked fewer questions to get the same data. C. Huston recommended adding to question 6, “Is the meeting well attended by all constituent group?” J. Smith defined why the survey included asking if the survey respondent was the chair of the committee as there could be a bias based on the chair wanting positive results. J. Gilbert responded that with that question, it denies confidentiality. J. Townsend recommended including “Do you feel you are permitted to attend the meeting” – J. Gilbert and C. Crew to review and will make a recommendation how to present that specific question at the next meeting. P. Brutal recommended to include how long the survey will take as that might encourage respondents.</p> <p>The committee agreed to send the Monday following spring break. P. Brutal recommended creating a monthly “mood calendar” for managers/groups which might assist with general communications. P. Bratulin to forward the student “mood calendar” to committee and to work with J. Smith to being drafting an employee “mood calendar”.</p>
5. Board Master Planning Action Calendar	J. Gilbert reviewed with the committee.
6. AB 705 Dashboard	J. Gilbert reviewed the Board of Trustees have requested a monthly report. The committee agreed there are not monthly updates. Success and retention rate, race, age, etc. for fall and spring. Difference between public dashboard and an informer report. J. Townsend recommended to see the rates broken down by full time and part time faculty and by full time and part time students. J. Smith recommended this data be password protected data. J. Gilbert reported this information can be provided for this committee and/or for those who request.

7. District Collegial Committee Organization	J. Gilbert reviewed the org chart revised 2/24/2020. He will send web master to upload to website. As well go to District Assembly as an informational item.
8. May Meeting?	May meeting currently is after commencement. J. Gilbert's intent is to keep it on the calendar.
9. Other/Future Agenda Items	J. Gilbert updated the committee on the new evaluation instrument he developed for board objective, but it was pulled from board approval. J. Gilbert updated the Strategic Plan as the Board has requested a new Strategic Plan. KPI Dashboard would be smoother with just percentage increase. April board the last 2 completed KPIs and old version will go to board. Next meeting J. Gilbert will bring new version to this committee.
10. Next Meeting	Thursday, March 26, 2020 at 10:00 a.m. SBCCD Conference Room 1
11. Adjourn	Meeting adjourned at 11:19 a.m.

Respectfully submitted,

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