



AGENDA

Districtwide Institutional Effectiveness Committee

Thursday, September 24, 2020 (10:00 – 11:30 a.m.)

Zoom Conference: <https://cccconfer.zoom.us/j/91201139260>

(253) 215-8782 or (346) 248-7799 - **Meeting ID:** 912 0113 9260

Agenda Items	Discussion
1. Call to Order	C. Crew
2. Review of Minutes	Review and approval of meeting minutes dated 5/28/2020 (pp. 2 - 4)
3. Accreditation Updates	Accreditation Liaisons (Keith Wurtz - CHC and Celia Huston - SBVC)
4. Institutional Effectiveness at the Colleges	Updates James Smith - SBVC and Keith Wurtz
5. Strategic Plan Updates	Chancellor Torres; Keith Wurtz and/or James Smith (pp. 5)
6. Ed Master Plan Cycle	Update the cycle for Ed Master Plan Development (pp. 6)
7. Task delegated to DIEC	Develop Request for Proposal (RFP) and Select Vendors for Environmental Scan and Ed Master Plan (pp. 6)
8. What is a Request for Proposal (RFP)?	Go over RFP purpose and process (pp. 7 - 9)
9. Other/Future Agenda Items	Write and Review RFP (volunteers)
10. Next Scheduled Meeting	Thursday, October 22 nd at 10am
11. Adjourn	



District Institutional Effectiveness Committee

Via Zoom: <https://cccconfer.zoom.us/j/92873058162>

Meeting Minutes – August 27, 2020

Members Present:

Christopher Crew (Chair)
Jose Torres, Interim Chancellor
Kristina Hannon, Vice Chancellor Human Resources & Police Services
Keith Wurtz, CHC Vice President/ Accreditation Committee Chair
Luke Bixler, Chief Technology Officer
Jeffrey Schmidt, Academic Senate Representative
Celia Huston, SBVC Accreditation Committee Chair
John Feist, CHC Classified Senate Representative
James Smith, Dean
Artour Aslanian, CSEA Representative

Guests Present:

Myung Koh
Angel Rodriguez

I. WELCOME & INTRODUCTIONS

Christopher Crew called the meeting to order at 10:06 a.m.

II. APPROVAL OF JANUARY 13, 2020 MINUTES

Vice President Keith Wurtz moved to approve the minutes of the DIEC held on May 28, 2020, Artour Aslanian seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstention: None

III. CURRENT TOPICS

A. Accreditation Updates

Vice President Keith Wurtz updated the committee with CHC's accreditation report. Celia Huston update the committee with SBVC's accreditation report. Both accreditation teams are finalizing the preparation for site visits in October. Christopher Crew reported there is a scheduled pre-site visit at DSO 08/27/2020 and will update the committee thereafter.

B. District Employee Climate Survey Infographic

Christopher Crew reviewed the results of the Climate Survey. He encouraged the committee to view online.

C. Institutional Effectiveness at the Colleges

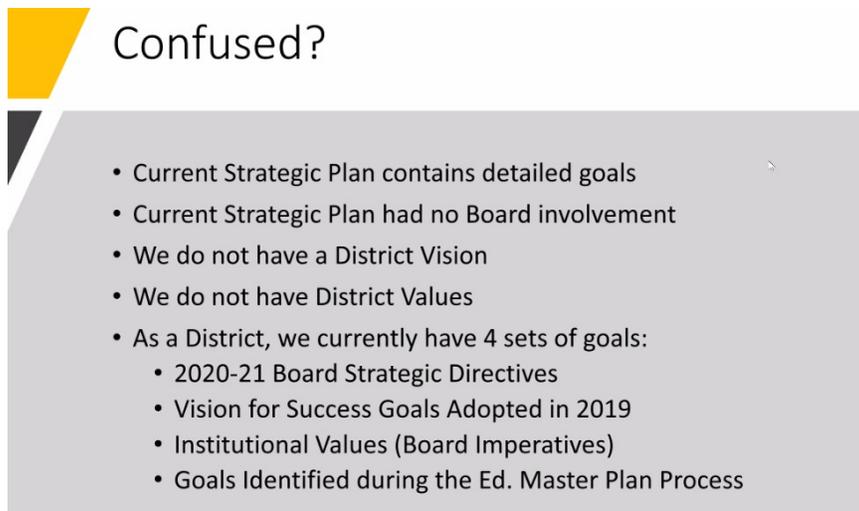
Christopher Crew inquired how the committee can identify areas how to approve processes districtwide. This committee needs both voices from all three sites to be able to able to measure and monitor soundly.

James Smith reported the DSO mission of CARES funding and SBVC has created a number of lists regarding CARES processes. SBVC and CHC are using different criteria and he recommended CHC and SBVC work together to use the same criteria districtwide. An issue is undocumented students have not filed FAFSA. SBVC is creating a list of contact information by major so faculty chairs can communicate with those students. SBVC has a campus and community meeting annually, this year, they are invited members of UPLIFT steering committee who work to improve the community quality of life. The City of San Bernardino exceeds state and national average of who holds degrees/higher educated. Students get more earning power because they go to college then they leave. These items will be discussed at SBVC community and campus annual meeting.

Vice President Keith Wurtz reported CHC quality focus essay has two focuses 1. provide data at all committee meetings and 2. Provide data coaches.

D. New District Strategic Plan

Planning our Roadmap for Student Success. Interim Chancellor Jose Torres reported as a district we are supposed to update the strategic planning districtwide. There is a timeline that is already created. Chancellor Torres reported he is working with the board and cabinet to define goals.



Confused?

- Current Strategic Plan contains detailed goals
- Current Strategic Plan had no Board involvement
- We do not have a District Vision
- We do not have District Values
- As a District, we currently have 4 sets of goals:
 - 2020-21 Board Strategic Directives
 - Vision for Success Goals Adopted in 2019
 - Institutional Values (Board Imperatives)
 - Goals Identified during the Ed. Master Plan Process

Despite the challenges brought upon us by the global pandemic, we have the right ingredients and momentum to chart a roadmap to our next century. We will begin mobilizing around our district Strategic Plan in the weeks and months ahead. Our involvement, expertise, and perspective will be vital as we reflect on where our colleges have been and where we would like to go. We will scan our community, internally and externally, and identify opportunities to refine and realign our efforts to reach our aspirations.

Our District Strategic Plan will guide us for the next few years. This document will define common goals, align our focus, and measure progress. Our objective is to ensure academic excellence, strengthen the workforce pipeline, uplift families, and help our community thrive.

- Ensure diverse voices are involved, including students, faculty, staff, alumni, employers, community partners, and trustees.
- Establish districtwide vision and values
- Update, refine, and realign existing planning documents such as:
 - o 2020-21 Board Strategic Directives
 - o Vision for Success Goals Adopted 2019
 - o Institutional Values (Board Imperatives)
 - o Goals identified during the Education Master Plan process

Luke Bixler agreed with this approach and technology is also doing a strategic plan and will adjust to make sure it is in alignment with the districtwide goals. James Smith commented SBVC's ed plan sunsets this year and is a good time to start this process. Vice President Keith Wurtz agrees he likes the approach of doing it as a district. Vice Chancellor Kristina Hannon reported HR has created an internal SOP of every process within the HR department. They are working on external SOP as well. HR recognizes they need to audit their hiring process and procedures and will be working with research to gain raw data. This will be aligned with the overall districtwide strategic plan.

E. Rethinking Planning and IE at the District and the DIEC Charge.

Christopher Crew is looking at internal benchmarking. Recommended bringing in key players in different departments to this committee and accreditation to know what each other are doing and trying to un-mine to help District IE and Planning. This will aid ways to align the two colleges and DSO. Celia Huston recommended to be inclusive of all constituent groups. Vice President Keith Wurtz recommended looking at the planning calendar as some items might be completed and would be able to plug in.

V. OTHER/FUTURE TOPICS

Christopher Crew reported delving in to track COVID 19 with employees and students. The idea is to monitor student's daily interaction. This will allow to see the day-to-day and week-to-week. This should feed into enrollment and present a better picture as to why enrollment has decreased. Christopher Crew recommended the committee assist in developing this type of questionnaire.

VI. NEXT SCHEDULED

The next meeting is scheduled for September 24, 2020 at 11:00 a.m. via Zoom.

VII. ADJOURNMENT

The meeting was adjourned at 11:25 a.m.

Heather Ford, Recorder, Office of the Chancellor

UPDATES ON DISTRICT STRATEGIC PLAN:

DSP/EMP MEETING NOTES:

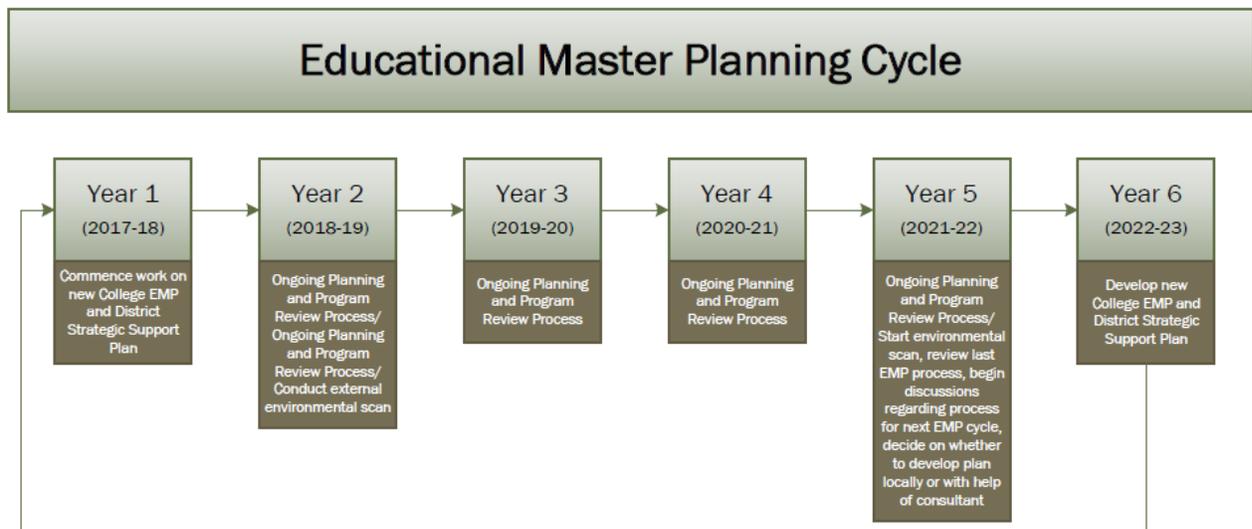
- We are in Year 5 of the timeline and continue to follow the timeline for Year 6 (see timeline on page 6).
- District Strategic Plan will be called District Strategic Priorities.
- SBVC’s Strategic Plan sun-setted in December 2019. SBVC will merge their Strategic Plan to develop only an Educational Master Plan.
- Both colleges will continue the review process to develop/modify their Ed Master Plan for next year, with the assistance of a consultant. This will happen parallel with the environmental scan.
- The environmental scan Request for Proposal (RFP) needs to be done in the fall for work in the spring. Process will be done through the DIE Committee.

	ROADMAP TO STUDENT SUCCESS		
	SBCCD STRATEGIC PRIORITIES PLAN	CAMPUS EDUCATION MASTER PLAN	DISTRICT SUPPORT OPERATIONS (DSO) SUPPORT PLAN
Data Sources	CCC Vision for Success SBCCD Data Environmental Scan	CCC Vision for Success SBCCD Data Environmental Scan	CCC Vision for Success SBCCD Data Environmental Scan
Primary Responsibility	Board of Trustees & Chancellor’s Cabinet	Campus Presidents	DSO Directors
Supporting Input	District Assembly & Community Members	Campus Constituent Groups	Institutional Effectiveness Committee
What This Is	Establishes districtwide mission, vision, values and priorities to realize in the next five years	Establishes campus-specific goals and objectives that align with, and fulfill the SBCCD Strategic Priorities Plan	Establishes goals and objectives that support the Campus Education Master Plans
What This Is Not	Campus-specific goals and objectives	Strategic plan disconnected from the SBCCD Strategic Priorities Plan	Campus-specific goals and objectives
Planning Kickoff	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>
Planning Completion	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>
Implementation Period	<i>From 2022 to 2027</i>	<i>From 2022 to 2027</i>	<i>From 2022 to 2027</i>

DRAFT

DIE COMMITTEE TASKS:

1. Update Educational Master Planning Cycle (diagram below). This year we agreed to a five-year cycle. Moving forward, will we move to a five-year cycle or stay with the six-year cycle?
2. Facilitate the process for the environmental scan and Educational Master Plan (consultants will be needed for both).
3. Ed Master Plan consultant will need to begin work next year.
4. Begin RFP for environmental scan consultant now so work can begin in the spring. Cabinet will determine how vendor selection will be made.



Year 5 and 6 Timeline								
Year 5								
September	October	November	December	January	February	March	April	May
BoT Presentation on status to date, next steps, input and approval to environmental scan process	Work being done on Environmental Scan	Work being done on Environmental Scan	Work being done on Environmental Scan; Beginning dialogue on EMP process and vendor selection	Work being done on Environmental Scan; Beginning dialogue on EMP process and vendor selection	Share and discuss results from Environmental Scan; Develop RFP for EMP (if hiring consultant)	Continue dialogue on Environmental Scan results; Publish RFP (if hiring consultant)	Continue dialogue on Environmental Scan results; Review RFP (if hiring consultant)	If hiring, consultant get contracts in place
Year 6								
September	October	November	December	January	February	March	April	May
BoT Presentation by consultant on process to be used for EMP	Ongoing work on EMP	Ongoing work on EMP	Ongoing work on EMP	Ongoing work on EMP; BoT Update Presentation by consultant	Ongoing work on EMP	Finalization of EMPs for submission to April Board	Final Presentation to BoT on EMP, EMP Submitted for Review	EMP Board Approval

DEVELOPING A REQUEST FOR PRPOPOSAL

<https://www.indeed.com/career-advice/career-development/how-to-write-an-rfp>

What is a request for proposal?

A request for proposal is a document that an organization sends to prospective vendors requesting a formal bid for a product, service or solution. The RFP also accomplishes these tasks:

- Sets forth the parameters and guidelines for the project
- Dictates the structure for the vendor’s response
- Specifies the information required from the vendor

When a vendor receives an RFP, it is understood that their participation in the project will require a detailed and well-researched submission. The selection process is carefully structured for impartiality. The RFP provides transparency in the selection process and demonstrates to the public that the organization evaluating the RFP is making an unbiased selection.

Why use an RFP for your business?

If you have a complex project that requires services from an outside vendor, you may choose to submit an RFP, meaning you are opening this project up to bids from multiple companies. In response, you will receive several potential solutions that you can evaluate for affordability, functionality and creativity.

Having a variety of options can ensure you make the most cost- and time-effective decision for your particular business needs. Obtaining proposals from multiple companies could also help you become familiar with vendors’ services in case you need to contract someone else at a later date.

How to create an RFP

Each RFP is unique, but some standard inclusions will apply to the majority of projects. Follow these steps to create a well-rounded request for proposal:

<u>THE RFP PROCESS START TO FINISH</u>	<u>CRAFTING THE RFP</u>
1. Gather RFP Requirements	1. Describe your company
2. Crafting the RFP	2. Explain the project
3. Launch the RFP	3. Specify who you want to work with
4. Conduct the initial evaluation	4. Detail your needs
5. Follow up with shortlist vendors (Chancellor’s Cabinet)	5. Explain the evaluation criteria
6. Make final selction (Chancellor’s Cabinet)	6. Set your deadline and submission requirements
7. Sign the contract (Chancellor’s Cabinet)	7. Edit your RFP

SAMPLE REQUEST FOR PROPOSAL

Project: Responsive Website Design

Baker Construction
397 Concrete Way
Bloomington, IN 47406

1. Summary and Background

Baker Construction is a custom construction and remodeling business in need of a responsive website design. Founded in 2000, Baker Construction provides personalized home-building services to residents throughout southern Indiana. We are headquartered in Bloomington and serve all surrounding areas, including Monroe, Morgan, Johnson, Brown, Bartholomew and Shelby counties.

The purpose of this request for proposal is to identify a service provider who can offer the best value to Baker Construction while providing an innovative solution for our website design needs.

2. Project Description

The purpose of this project is to create a responsive website that allows potential customers to generate a complete virtual blueprint and 3-D image for their desired project. We are interested in providing our clients with a powerful tool that allows them to experiment with different materials, finishes, fixtures and other options prior to contacting us for an on-site estimate.

Submissions must meet the following goals:

- Provide interactive online tools
- Generate rough estimates
- Offer functionality on desktop computers, smartphones and tablets

3. Scope of Services

Bidders submitting proposals for this project must meet the following criteria:

- Minimum of five years of experience with website design
- Ability to provide ongoing support for maintenance and updates
- Able to supply three samples of similar past projects with references

4. Proposal Guidelines

Proposals must include the following information:

- A wireframe for the basic site design
- A list of features and functionality that will be available to the end-user
- A timeline for the development of the site with a completion date no later than Oct. 30

5. Evaluation Criteria

Baker Construction will evaluate proposals based on the following criteria, listed in order of importance:

- Cost
- Creativity
- Timeline

The RFP timeline is as follows:

- RFP distribution: April 14
- Deadline for questions: April 20
- Answers to questions: May 1
- RFP submission: May 15
- Notification of shortlisted vendors: June 1
- Vendor presentations: June 15
- Vendor selection: July 1

6. Submission Guidelines

Bidders must submit proposals in PDF form to abaker@email.com by May 15. Include “Website Proposal: Baker Construction” in the subject line and include your business name and contact information in the body of the message.