



AGENDA

Districtwide Institutional Effectiveness Committee

Thursday, October 22, 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 9/24/2020 (pp. 2 – 4)
3. Accreditation Updates	Accreditation Liaisons (Keith Wurtz - CHC and Celia Huston - SBVC)
4. Institutional Effectiveness at the Colleges	James Smith - SBVC Keith Wurtz - CHC
5. Strategic Plan Updates	Chancellor Torres; Keith Wurtz and/or James Smith
6. Environmental Scan	Updates on Environmental Scan
7. Ed Master Plan Cycle	Review updated cycle for Ed Master Plan (pp. 5 - 6)
8. Other/Future Agenda Items	
9. Next Scheduled Meeting	Thursday, November 26 th - Cancelled Thanksgiving
10. Adjourn	



District Institutional Effectiveness Committee

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

Meeting Minutes – September 24, 2020

Members Present:

Christopher Crew (Chair)
 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, SBVC Classified Senate President
 James Smith, Dean
 Artour Aslanian, CSEA Representative
 Amy Avelar, SBVC Academic Senate President
 Guy Hinrichs
 Gio Sosa, Dean

Guests Present:

Myung Koh, SBCCD

I. CALL TO ORDER

Christopher Crew called the meeting to order at 10:05 a.m.

II. APPROVAL OF AUGUST 27, 2020 MINUTES

Vice President Keith Wurtz moved to approve the minutes of the DIEC held on August 27, 2020, Jeffrey Schmidt seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

III. CURRENT TOPICS

A. Accreditation Updates

Vice President Keith Wurtz updated the committee with CHC's accreditation report. CHC has received request for evidence. The team will be on campus beginning October 12. Celia Huston updated the committee with SBVC's accreditation report. SBVC sent an update to the original ISER. Visit begins October 12. Mapping the program learning outcomes and are linked to student learning in the classroom. James Smtih reported SBVC does a percentile ranking to find the ILO that are highest and the ones that are lowest. The ones that are lowest are the ones that we bring up in college counsel and to the accreditation committee to determine how to address. James Smith reported another concern is the PDP which was the post secondary data program. He attended a webinar last week that went through all of the

dashboards that we would have access to. If we were part of that data sharing community. It is part of the National Student Clearinghouse. It is a partnership with them where they host the data on their server. They provide access to dashboards that do not require users to have Tablo. This is a way to preserve confidentiality and at the same time have a dashboard that will allow us to track our students on campus. This is a free service between 6 months - 2 years, thereafter it is roughly \$4000. James mentioned we have until the end of the year to commit in order to receive the free service.

Amy recommends this service be presented to the Academic Senate. Keith Wurtz expressed some concern as CHC is using Tablo and it is embedded into their program review. Christopher Crew reported this would not be a replacement but an addition to get better data.

James Smith reported last night was SBVC community meeting to review and receive input for the strategic plan and goals. Provide password-protected dashboard to the student community w/out having to purchase Tablo product. This will allow us to drill down and track students. Amy has requested these dashboards be presented to Academic Senate.

B. Institutional Effectiveness at the Colleges

Vice President Keith Wurtz updated the committee that CHC Institutional Effectiveness Committee will be focusing on this year, or the quality focuses say in institutional self evaluations. Discussing the desegregation of SLOs and also getting program learning outcomes on the cloud. And, reviewing the institutional set standards.

C. Strategic Plan Updates

Vice President Keith Wurtz updated the committee we will be doing the Ed Master Plan in 5 years not 6. He reviewed the Roadmap to Student Success. Vice President Keith Wurtz mentioned this is not campus-specific goals and objectives. This is a higher level. James Smith commented there will not be separate strategic plans and ed plans. They will all align.

Christopher Crew to update the Ed Master Plan Cycle timeline.

D. Ed Master Plan Cycle

There were questions regarding why do we invest manpower and consultants to create Ed Master Plans that are hundreds of pages long that are never used by a few pages. Amy asked why don't we redistribute the money to have staff do the work. Keith Wurtz disagreed as the overload of work on staff is incredible and unfitting. Celia Huston agreed a 500 document is not necessary.

Kristina Hannon to follow up with Cabinet.

The consultant conversation will be added to DA for further discussion and a recommendation.

E. Task Delegated to DIEC

Christopher Crew reviewed the consultant RFP is for the environmental scan only. He is to send out to the committee the past environmental scan. Christopher Crew reviewed the RFP process. This committee will be focusing on the scope of services.

F. What is a Request for Proposal (RFP)

Christopher Crew reviewed a brief timeline regarding the Environmental Scan RFP.

Christopher Crew asked for input as to what to include in the scope of work. James Smith and Gio Sosa will send their input to Christopher. Amy will review past environmental scans and provide her update. Christopher will give some big picture homework and have the RFP completed by next meeting.

Christopher to edit the timeline, bring it back to the committee, and give the campuses some time to review the timeline as well.

v. OTHER/FUTURE TOPICS

VI. NEXT SCHEDULED

The next meeting is scheduled for October 22, 2020 at 10:00 a.m. via Zoom.

VII. ADJOURNMENT

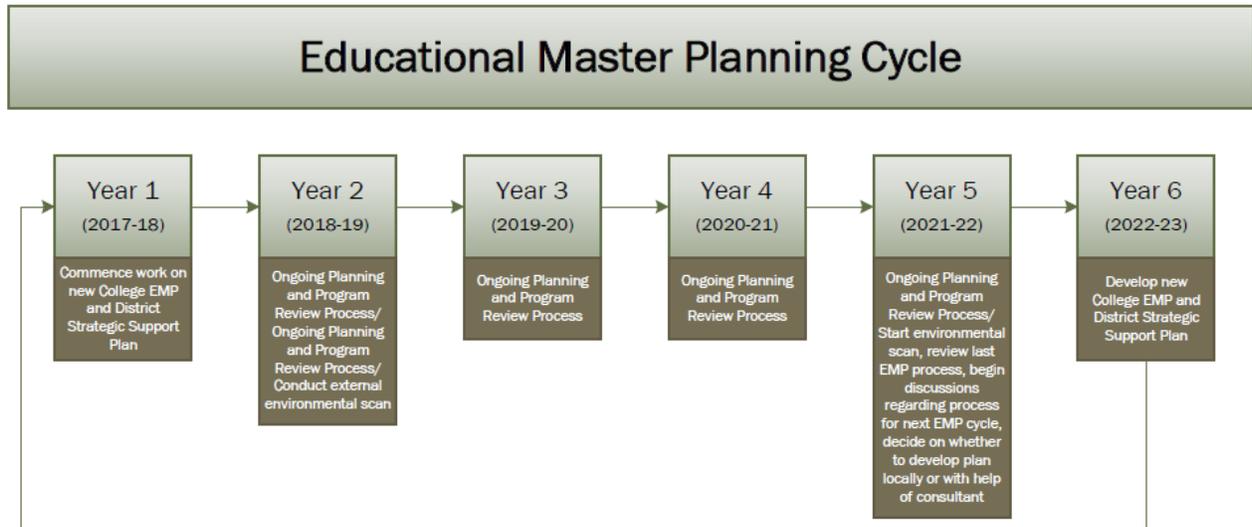
The meeting was adjourned at 11:15 a.m.

Heather Ford, Recorder, Office of the Chancellor

UPDATES ON DISTRICT STRATEGIC PLAN:

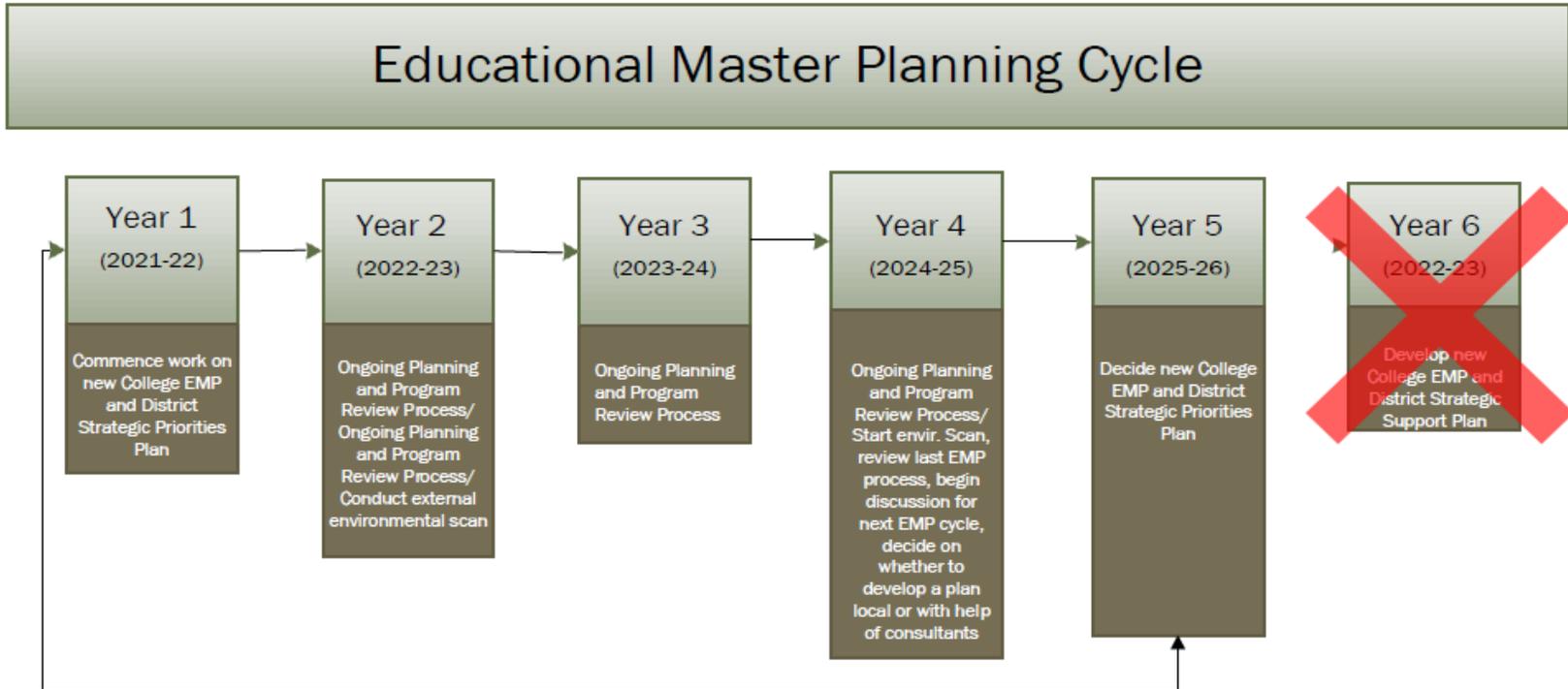
DSP/EMP MEETING NOTES:

- 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.



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

UPDATED ED MASTER PLAN CYCLE



Year 4 and 5 Timeline								
Year 4								
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 5								
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