



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

Abstentions: 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.