

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council			
<b>OBJECTIVE OF MEETING:</b> Status of integrated planning, Institutional equity plan, data on demand system; discuss professional development project initiation; discuss goal alignment and metrics			
<b>DATE:</b> 02/11/2019 <b>TIME:</b> 3:00pm		<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Adam Karp and Bill Simpson			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Joelle Gibson-Wittrup			
<b>MEMBERS PRESENT:</b> Adam Karp, Kuldeep Kaur, Lisa Lawrenson, Inna Linnyk, Kevin Porter, Yujiro Shimizu, William Simpson, Corinne Arrieta Katzorke, Parrish Geary, Joelle Gibson-Wittrup, Tyler Rollins, Rina Roy, Alisa Shubb, Roger Davidson			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
Institutional Equity Plan project team update	Joshua Moon Johnson	<div>-IEP project team came up with 7 themes to address: Campus Climate, Campus Organization Structure, Human Resources, Communications, Instructional, Physical Spaces, and Student Support. Recommendations to address these items correspond with conversations that have already been completed.</div> <div>-Looking for progress on these topics, for ARC to be in a better position in 3-5 years than right now. Some cannot define equity or have varied definitions within the campus community.</div> <div>-The goal is a much larger guiding themes document not departmental equity actions. The first draft from this team is due March 18th. Sharing out with campus community most likely end of March.</div> <div>-Would be useful to have some equity resources for those doing Annual Unit Planning (AUP), possibly a document to place in the integrating planning system.</div> <div>-What help is needed? The team has, and will continue to have, meetings with specific departments to share issues/recommendations that were found as well as seeking clarity on what has already been done by the departments.</div>	
Data on Demand system update	Chris Olson	<div>-The data tool Precision Campus is used by 4 or 5 California community colleges. Each college inherits the specific reports that have been requested by the other colleges. ARC is developing reports supporting the SP (Strategic Plan) and the redesign. Adjustments are still needed to the graphics, and establishing a baseline for the data is in progress. -Creating different goals for each ethnicity to ensure the goal of closing equity gap.</div> <div>-The metrics resemble those required state wide by the chancellor's office, however are different on purpose to establish how ARC's redesign efforts are helping students.</div> <div>-Roll out this system in groupings; including a fact book group. Communicating with Ad Astra to avoid duplicating reports in regards to scheduling.</div> <div>-Faculty will be able to log in and pull up reports, look at grade distribution for department by instructor (name not shown). Within the integrated planning system, custom links will be imbedded with preset parameters relating to the person's specific department.</div>	
ACCJC Midterm Report process	Adam Karp and Bill Simpson	<div>-Board meeting this week at district to give presentation on the midterm report. The presentation was shown, highlighting governance evaluation, improvement to data integrated planning system, course substitution policy.</div> <div>-Viewed video "American River College Governance Model" located on the ARC Insider.</div> <div>-This committee will review the new governance this spring, around April.</div>	
Integrated Planning Guide status	Alisa Shubb	The ELT looked at the guide, first reading capacity. Academic Senate has as well, and it's on their agenda as 2nd reading. No news/comments yet.	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
Project initiation for Professional Development team	Adam Karp	<div>-This form was filled out last spring. Project team requests usually start from ELT or the councils, however ARC decided as an institution to have this team. This is on behalf on the whole institution, including standards for training academies etc. No co leads or members have been identified yet.</div> <div>-This might be ambitious for only one year, however the charter will clarify the timeline.</div>	

DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
What is the development status of the Integrated Planning Portal?	Inna Linnyk	-Communication to the college sent last week; will be open Feb 14th.	
What is the status of the annual unit planning process?	Adam Karp	-Drop-in training available this week. -Timeline: system will be open Feb 14- Mar 15 then Mar 15- Apr 15 review time for supervisors (level 2) open to collaborate when needed. Discussion regarding timeline and the utility of the dates. Concerns related to budget and resource allocations due dates. Goal is to monitor this year and see what is necessary/ works. -End of spring term, end of cycle, send report to departments clarifying this is what they are going to do and this is what the college said they will do. Additionally, give departments their AUP at fall convocation.	
What is the alignment between ARC's strategic plan goals and the CCCCCO Vision for Success goals?	Adam Karp	-Presentation was shown clarifying the differences between the two sets of goals. See document in attachments.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	
Department Data Dialogues		Adam Karp	
Governance process evaluation		Adam Karp	
<b>OTHER INFORMATION:</b> -Following from Program Review discussion, this year presenters will have 7-10 min for presentation and 5 min question and answer segment. There will be a list of questions that have been asked in the past including did the department learn something from this process. -Discussion regarding resources that are needed but may not fit in a specific area in the annual unit planning document. All major requests should be included in the Annual Unit Plan. Be reflective of the needs of the department; goal is to expedite the resources process.			