Institutional Effectiveness Council

Meeting Notes

NAME OF COUNCIL/TEAM: Institutional Effectiveness Council	
OBJECTIVE OF MEETING: Status of program review and annual unit planning, data on demand system, ACCJC Midterm Report, Annual Report, Fiscal Report; discuss professional development team charter; discuss Vision for Success goal alignment and metrics; Review draft Institutional Equity Plan	
DATE: 03/18/2019 **TIME:** 3:00pm	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Adam Karp and Bill Simpson	
TIMEKEEPER:	
ASSISTANT: Joelle Gibson-Wittrup	
MEMBERS PRESENT: Adam Karp, Kuldeep Kaur, Lisa Lawrenson, Inna Linnyk, Yujiro Shimizu, William Simpson, Corinne Arrieta Katzorke, Parrish Geary, Joelle Gibson-Wittrup, Tyler Rollins, Rina Roy, Alisa Shubb, Roger Davidson	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Program Review Update	Alisa Shubb; Adam Karp	-Two dates for program review presentations: 4/24 and 5/8. No practice session, but presentations can be shown to Quest team prior to presentations. -Presentation guidelines in the agenda attachments, with list of questions to prompt dialogue. Created a new power point template that matches the questions from program review. Each program will get 15 minutes total.
Annual Unit Planning Update	Adam Karp	-The system is open for reviewers (ex: deans) through April 12th. -Conversations in drop in training sessions have been useful. Program review (PR) training was comprehensive but the connection between AUP and PR is not as apparent. Concept training will be created and the drop in can be more for technical questions. -Feedback: some users have trouble viewing documents within the system. Some departments use other applications (such as google docs) to collaborate, then upload the report when completed.
Rollout of Data on Demand system	Chris Olson	-The system will be live very soon, and communication will be sent to the college community. -There will be training for the campus community and what each program can focus on. -Specific data for each instructor will be the next phase.
ACCJC Annual Report and Fiscal Report	Yuj Shimizu	Annual report: waiting on availability of necessary data to completed report, leading to a quick turn around. The report is shorter this year as the SLOs section was removed. Institutional Set Standards are the minimum and stretch goals standards are aspirations. Report is due 4/5, but will be shown to the president prior to submission. -Idea to align our stretch goals with the Strategic Plan and Vision for Success goals for degrees, certificates, and transfers. -Fiscal report: district is working on this report and will send to ARC.
Status of ACCJC Midterm Report	Adam Karp	The report has been submitted.
Status of Student Success and Achievement (SEA) compliance report	Adam Karp	-Rough draft of this report submitted to district and is going to Student Success Council tomorrow. Draft document shown and discussion of the research data. -State provided student equity data in a separate system. Very focused list of populations where disproportionately impacted (DI) (see attached). -State has had 4 different lens used to calculate DI in the last about 5 years. However, the state picked just one methodology for many metrics. -Within the report, section 5 relates to many aspects including finances, due to specific programs being paid out of SSSP money. ARC's response is stating yes, we are making progress towards our goals.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What feedback does the Council have on the draft Institutional Equity Plan?	Joshua Moon Johnson	Feedback: -Town hall may need to be rescheduled to after the IEC meeting on 4/8 in order to report out to the campus community. -Discussion regarding topics that are unlikely to change such as class size and child care. The purpose of including these is to honor the voices and input received, even if there is no solution at this time. The report is both practical and aspirational at different times. -Many of the issues brought up are already in progress of being addressed. -Invisible separation of instruction and student services. There is a recommendation to have collaborative space for people to work together. Professional development doesn't always need to be separate (faculty vs staff). -Discussion regarding cabinet level position recommendation. Reasoning included: person who can lobby for equity and keep tabs on climate and departmental audits. To ensure campus knows who to contact, instead of adding on to existing positions. Achieving the Dream recommends a chief diversity officer, however there is no title recommended at this point in this report. If presidential staff and/or focus on equity changes, this position would be even more important. There could be two co-chiefs of diversity: one from instruction and one from student services.
What feedback does the Council have on the draft Vision for Success goal alignment student success metrics?	Adam Karp	-Alignment within the reports, stretch goals etc. It would be useful to show what is from district, state and what is coming internally. -Colleges do not need to set equity goals for 3 and 4 and data does need to be disaggregated for these goals either. -Discussion regarding the percentage points in the SEA data. The attached document contains an explanation on the math.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Evaluation of Governance process	Adam Karp