

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council				
<b>OBJECTIVE OF MEETING:</b> Updates, Reports, Discussions				
<b>DATE:</b> 04/18/2022 <b>TIME:</b> 3:00pm-5:00pm	<b>LOCATION/ROOM #:</b> Meeting URL: <a href="https://lrcd.zoom.us/j/99158724588?from=addon">https://lrcd.zoom.us/j/99158724588?from=addon</a> Meeting ID: 991 5872 4588 <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>			
<b>FACILITATOR(S):</b> BJ Snowden, Bill Simpson				
<b>TIMEKEEPER:</b>				
<b>ASSISTANT:</b> Mary Goodall				
<b>MEMBERS PRESENT:</b> Ryan Bonomo, Kale Braden, Yujiro Shimizu, Bill Simpson, Robert Snowden, Corinne Arrieta, Mary Goodall, Joel Keebler, Jennifer Laflam, Judy Mays, Chris Olson				
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>				
<b>UPDATES AND BRIEF REPORTS:</b>				
Topic	Person(s) Responsible	Notes		
Campus Climate Survey	Jen Laflam, Yujiro Shimizu, Chris Olson	<p>Please see attached 2022 Survey which launched early April and will close at the end of the semester.</p> <ul style="list-style-type: none"> <li>-The focus of the questions are: overall, academic, class environment, student success, equity, and safety</li> <li>-Just for students right now</li> <li>-District-initiated effort, requested by the Board</li> </ul> <p>Questions posed by/to IEC to think about concerning this survey:</p> <ul style="list-style-type: none"> <li>-What would we like to see from this survey?</li> <li>-What might other groups like to see?</li> <li>-Will any questions we have alter future surveys?</li> <li>-What other uses in an equity mindset for the results?</li> </ul> <p>How can we combine this snapshot information with the just-in-time reports we are also using?</p>		
<b>ACTION ITEMS:</b>				
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps	
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<b>DISCUSSION ITEMS:</b>				
Question	Person(s) Responsible	Notes and Next Steps		
Institution-set Standards Report	Yujiro Shimizu, Bill Simpson	<p>Yuji showed a draft annual ISS report, along with a process for sharing it internally and externally and a process for handling situations where the college fails to meet one of its institutional set standards.</p> <ul style="list-style-type: none"> <li>-Course Completion rates and Institutional Set Standards can be found under Student Achievement Data on the on the ARC - Facts and Statistics page (link attached)</li> <li>-The report addresses the questions posed by the ACCJC team.</li> <li>-The report outlines the standards, history, metrics we utilize, and a proposed plan</li> <li>-Propose to move the report from research to IEC to the website</li> <li>-ISS Action Plan Reporting Form will be used by responsible party (department/council) to respond when we fail to meet an ISS, where they will describe how they will address the situation and listing any external factors (e.g., pandemic) that may have contributed</li> <li>-Add an ISS website and link from the Equity, Institutional Effectiveness, and Innovation site</li> <li>-Propose to address what plan we could put in place if an area fell below the standard for 2 consecutive years</li> <li>-Consensus that IEC supports creating the annual ISS report and posting it on the public-facing website, that IEC supports creating the reporting form, and that IEC supports the proposed process</li> </ul>		

Disaggregated student success data Facts and Statistics page	Yuj Shimizu, Chris Olson	<ul style="list-style-type: none"> <li>-See attached metrics sample</li> <li>-refer to the Chancellors Office "Vision of Success"</li> <li>-dips in graphs due to the pandemic, but some improvement is there when you dig deeper in the data</li> <li>-consensus that IEC forward this to ELT</li> </ul>
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#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

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