

**Institutional Effectiveness Council**

**Meeting Notes**

**NAME OF COUNCIL/TEAM:** Institutional Effectiveness Council

**OBJECTIVE OF MEETING:**

**DATE:** 11/20/2023  
**TIME:** 3:00pm  
**LOCATION/ROOM #:** <https://outlook.office.com/calendar/item/AAMkADU1NTNkMDY2LTdIZmYNDHIM05MWM3LTxOWRnNWj0NjY1NwFRAAgI283a1zIAAEYAAAAASBWEpFjekGsNzL2sVuwgcAdThTqNvUjmocI0%2FKVwclWAABW38pwAAXTyBJHwV0q4kO6FxbIuNQADICDDFAAAEA%3D%3D#:~:text=%EE%A5%87-.https%3A/rrcod.zoom.us/j/88923439335,-%EE%A4%BD>  
**CALL-IN NUMBER:**  
**CALL-IN CODE:**

**FACILITATOR(S):** BJ Snowden, Jeff Sacha

**TIMEKEEPER:**

**ASSISTANT:** Mary Goodall

**MEMBERS PRESENT:** Mary Goodall, Jeffrey Sacha, Yujiro Shimizu, BJ Snowden, Devoun Stewart, Christina Wagner, Joel Keebler, Veronica Lopez, Jessica Nelson, William Robey, (Brian Knirk was also in attendance)

**SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):**

**UPDATES AND BRIEF REPORTS:**

Topic	Person(s) Responsible	Notes
Administrative Units and Program Review At our last meeting, we discussed the utility of Administrative Units going through Program Review. The current process (template, data sets) is designed for faculty-led instructional units. Additionally, ACCJC requires units at a college to have processes for demonstrating the following: How do we do our work? How do we monitor the effectiveness of our work to support accomplishment of the college mission? While Program Review is one process, it is not the only or required one for Administrative Units according to our ACCJC liaison. We took this issue forward and ELT recommended that the college design a Program Review process that works well for Administrative Units. Does the IEC support the development of a workgroup to work on Administrative Program Review in Spring 2023 led by the Office of Institutional Effectiveness? We are also asking the Program Review Committee for similar support. Finally, we are reporting that we are going to remove any units from Program Review that are now District units, such as Health Services.	BJ Snowden, Jeff Sacha	

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Administrative Units and Program Review At our last meeting, we discussed the utility of Administrative Units going through Program Review. The current process (template, data sets) is designed for faculty-led instructional units. Additionally, ACCJC requires units at a college to have processes for demonstrating the following: How do we do our work? How do we monitor the effectiveness of our work to support accomplishment of the college mission? While Program Review is one process, it is not the only or required one for Administrative Units according to our ACCJC liaison. We took this issue forward and ELT recommended that the college design a Program Review process that works well	BJ Snowden, Jeff Sacha	After a lengthy discussion as to why the change was brought up, IEC came to consensus in supporting the development of a workgroup by the Office of Institutional Effectiveness and Innovation that will build out the process for Administrative Units to assess the work that they do.	<ul style="list-style-type: none"> <li>- Jen Laflam to lead workgroup development.</li> <li>- Identify workgroup goals to clarify an assessment.</li> <li>- Ask the people from these areas (Like Print Services, Business Services, Research) for some meaningful questions that could be asked.</li> <li>- Ask some of the users who rely on the work of these areas.</li> <li>- Build work group.</li> <li>- Development of new system.</li> <li>- Consult with IT on adding to or building new systems.</li> <li>- Completion by end of spring.</li> </ul>

for Administrative Units. Does the IEC support the development of a workgroup to work on Administrative Program Review in Spring 2023 led by the Office of Institutional Effectiveness? We are also asking the Program Review Committee for similar support. Finally, we are reporting that we are going to remove any units from Program Review that are now District units, such as Health Services.

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
<p>SLO Assessment Committee AARR Survey Results. attached report, and discussion pertaining to the faculty perceptions regarding how on-campus student learning has changed since the pandemic.</p>	<p>Jeff Moran, Yuj Shimizu</p>	<p>- Details in attached document for SLO.            - 116 responses from faculty to a question regarding how on-campus teaching has changed after the pandemic.            - These were analyzed and grouped by AI software.            The items listed as benefits were:            --Increased student participation.            --Better understanding of resources.            --Appreciation of in-class learning            --Improved learning environment for some subjects            The items listed as challenges were:            --Shorter attention spans.            --Lack of resiliency            --Same expectations as online.            --Increased stress in balancing responsibilities.            --Issues with access and tools.            --Bad habits from online learning.            --Difficulty getting students to class.</p> <p>The questions that came up: Should we follow-up with students? Look into mental health resources? Explore other perspectives as to why these issues came up. How can faculty change the student outcomes?</p>
<p>An Academic Senate workgroup has assisted in revising the questions that frame the Program Review process to more clearly align with collegewide efforts to center equity and student success. This past Thursday, the Academic Senate approved these new questions. I'd like to pose the following question for the Council to consider: What is the IEC's plan for reviewing and responding to the kinds of support that units request in order to eliminate disproportionate impact (Q5 in the new Program Review process)?</p>	<p>Jeff Sacha</p>	<p>Changes are attached.</p> <p>Questions were:            - What route will this new iteration go?            -Where does this idea go next?</p>

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
<p>Due to some holiday interruptions, the dates for next semester will be: January 22nd (4th Monday due to MLK Day Holiday) February 26th (4th Monday due to Washington's Holiday) March 18th April 15th</p>	
<p>Meeting dates for next semester: Due to holidays the dates for this coming semester will be held on January 22nd, February 26th, March 18th, and April 15th.</p>	<p>BJ Snowden, Mary Goodall</p>

**OTHER INFORMATION:** This is the final IEC meeting for this semester.