

# Institutional Effectiveness Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Effectiveness Council		
<b>OBJECTIVE OF MEETING:</b> Monthly IEC Meeting		
<b>DATE:</b> 03/07/2025 <b>TIME:</b> 1:00pm		<b>LOCATION/ROOM #:</b> https://lrccd.zoom.us/j/87220889265 <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>
<b>FACILITATOR(S):</b> Brenda Valles and Jeff Sacha		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b>		
<b>MEMBERS PRESENT:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
See attached		
<b>UPDATES AND BRIEF REPORTS:</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
Welcome and Introductions	Brenda Valles	
2025 ACCJC Annual Report: What’s new and the latest data on ARC’s Institution Set Standards (see attachments)	Yuj Shimizu	<p>The council reviewed new elements and the latest data on ARC’s Institution Set Standards, presented by Yujiro Shimizu.</p> <p>IEC review ARC website Facts and Figures to review data and where we might fall in the rubric - what would a 2 look like, disaggregate by race, modality, poverty, to align with our vision. Keeping in mind political context. We aren’t doing this and we’re having discussions. How do we tell our data story.</p> <p>How accessible is the data and is it open to a student and their family? We may be at a 2 in question 1. Input:</p> <ul style="list-style-type: none"><li>• graduation and transfer rates and transparency. Encourage students to come and what this brings.</li><li>• Pathway data and does that make sense for students still thinking about coming</li><li>• Edit Facts and Statistics description of data</li><li>• Sending the website updates to Kaitlyn, PIO</li></ul> <p>Conducted a review of new elements of the annual report in addition to the rubric. Question 21 is led by VPI and IVPSSSE. Question 22 is led by CTL and Dean of IEI.</p> <p>Reviewed previous reports making our pages match on the website and how much will not be updated due to data access timeframes.</p>
2025 Facilities Master Plan Update	Koue Vang	<p>Koue Vang provided an update on the 2025 Facilities Master Plan, highlighting upcoming projects and the importance of stakeholder involvement.</p> <p>Master plan is critical to the institutional mission and tied to the ARC Strategic imperative 7, emphasizes importance of how we relate to community. FMP (Facilities Master Plan). We reviewed the ARC - FMP schedule. Met with group of stakeholders to decide what is needed for meetings and workshops. The question that came up was the timeline. There are a number of plans that intersect given ARC Steelhead plan, Multistudio, VP Admin and Director Admin Services, and this is a refresher. There is a project team that is reflective of constituencies.</p> <p>We reviewed the 2025 schedule. Dept. Key: Interviews are coming up April 15 from groups of Representatives. Individuals recommended to participate need to participate and encouraging participation. Key: Sept. 5th Multistudio will conduct a presentation to ARC and encouraging participation and attendance.</p>

HOTEP Consultants Equity Audit of ARC: Update on the process and what to expect for certain areas of campus, in terms of involvement in data collection.	Brenda Valles	Brenda Valles discussed the ongoing equity audit of ARC, detailing the process and expected involvement of various campus areas in data collection.	
HomeBases: Update on the College's plan to revise the HomeBase model and evaluate it with data.	Brenda Valles	<p>The council received an update on plans to revise the HomeBase model and the strategies for its evaluation using data, presented by Brenda Valles.</p> <p>Shared that there are metrics under development with a committee reviewing research, previous plans, and goals for homebases/meta majors.</p>	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Program Review Changes: Need for a project team from IEC to review: removing the Administrative Areas (12) from Program Review and AUP from our "traditional" process and review the Program Review charter.	Veronica Lopez and Brenda Valles	0	Veronica Lopez & Brenda Valles, reviewing the program review process for administrative units for an appropriate review process. Does a workgroup need to be formed? More information to review. Forming a workgroup, charter and participants and next steps. Accepting the recommendation to form a workgroup. How to ensure we meet in a group work
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Student Hiring Delays (see attachment for full statement): For the entire 2024/2025 academic year, hiring processes have been slowed, stalled, and cancelled due to errors at the District level. Hiring difficulties have been reported with full-time faculty, part-time faculty, temporary classified, full-time classified, and student employee positions. How can these issues be documented and addressed so that future hiring can proceed in order to help our College meet its strategic and equity goals?	Sarah Lehmann and guests	<p>Sarah Lehmann and guests addressed the hiring challenges experienced during the 2024/2025 academic year, including delays and cancellations across various positions, and discussed strategies to document and resolve these issues to meet strategic and equity goals.</p> <p>Challenges in hiring students. It may be impacting other areas of campus. Discussion of importance of having tutoring support and student workers for Beacon. Jane Hoff also described the importance of changes and new staff impacting and there is a need to hire students.</p> <p>Jeff Moran -Two questions - 1) Is there any division on campus where intents are being processed effectively and in a timely way? // 2) How much of these delays are happening on our ARC campus or at district-level? (AKA - What is in our control and what is not?) Because I can also attest that in my role as ESL Coordinator, L&amp;C Hiring Intents- both TCL and student employees- have not been processed at all effectively.</p> <p>Request to Koue: changing the form, information, access to feedback on error prompts in document submissions for intent to hire, fingerprinting.</p> <p>Koue explained process based on funding source. Intent to hire process was described and the routing process. All related forms and application and timing attached to each step in the hiring process. A new part of the process is creating a job code. This is also related to how impactful 1 person missing is. Koue also described how we obtain increased FTE for positions and how they are related to growth.</p> <p>Questions/input: Araceli Padilla, can we change the system? There is an issue with our hiring and we need to do something and we need to make it possible to have hiring possible.</p> <p>Koue responded that locally there are possibilities of tweaking processes locally for ARC, however not with DO.</p> <p>Eugene – introduced self as a clerk for Beacon program and is sharing where the delay in the process is. He identified the local BSO to DO, there is a week delay of the process. He tracked the process and identified a week delay.</p> <p>Communication is also important. The delay in communication and in feedback.</p> <p>Koue agree to meet with impacted individuals to find ways to improve the process. Added that we are working on intent to employ process. Identified ways there have been improvements.</p> <p>Mikenna added that they hire about 17 student workers for the library. Jane offered to help.</p>	

Vision Aligned Reporting (VAR) Transition: Beginning in Fall, 2025 the College's student services areas will begin using a new data reporting system called Vision Aligned Reporting. What kinds of support is needed to successfully transition to this new system?	Brenda Valles	The council discussed the upcoming implementation of the VAR system in Fall 2025 for student services areas and identified the support needed for a successful transition, led by Brenda Valles.
ARC Parking Permit Process: Should we consider transitioning to a digital parking permit process, to replace the current paper permit process?	Sumiah Alharasis	Sumiah shared how they've worked with students to get passes and navigate the process. Online system would facilitate events. Paper permits are complicated to distribute in larger events. Amanda suggested this is an Police dept. issue and I don't know if IEC can move it forward the same way operations council could. Can we ask operations council to move this forward?
Department Name Change Process: Process for requesting Department name change - ARC process - Department/Unit submit a request to Program Review Committee and ACCJC Policy on Substantive Changes process. How do departments/areas go about changing their names to stay in alignment with our accreditation process?	Veronica Lopez	<p>Veronica Lopez outlined the procedures for departments or units to request name changes, ensuring alignment with ARC's accreditation process.</p> <p>IPP names and what the actual names are of programs and how units and depts can change their name. Submitting a request to program review. If it is a substantive change there is a formal process with ACCJC that Brenda has to fill out for.</p>
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	