Institutional Effectiveness Committee Meeting (IEC)

MEETING MINUTES
September 20, 2018
3:00pm – 4:30pm
T-801

Committee Members PRESENT:
Rudy Besikof, VPI (Co-Chair)
Vicki Ferguson, VPSS
Denise Richardson, Dean of Mathematics and Science
Rebecca Bailey, Learning Assessment Committee Co-Chair
Heather Sisneros, Curriculum Co- Chair, Learning Assessment Committee Co-Chair
David Lee, APASS Director
Suzan Tiemroth-Zavala, Guided Pathways Co-Chair
Fred Bourgoin, Faculty Senate Chair
Diane Chang, Associate Dean of Students
Clifton Coleman, Research & Systems Technology Analyst
Also PRESENT:
Tammeil Gilkerson, President
Minutes – Karen Tellegen, Staff Assistant

CALL TO ORDER – 3:05pm

AGENDA

I. **Welcome and Introductions**

II. **Approval of the Agenda for September 20, 2018 IEC Meeting.**
   ⇒ **VPI Rudy Besikof made one change to Agenda – Strike Agenda Item: IV. b. "Updates on IEC Goals", as item is the same as V. c. is "Reaffirm IEC Goals & Objectives for 2018-2019 year.**
   - **REBECCA BAILEY CALLED A MOTION TO APPROVE SEPTEMEBER 20, 2018 IEC MEETING AGENDA. SUZANNE TIMEROTH SECOND THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.**

III. **Approval of the minutes from the May 24, 2018 IEC Meeting**
   - **REBECCA BAILEY CALLED A MOTION TO APPROVE THE MAY 24, 2018 IEC MEETING MINUTES. SUZANNE TIMEROTH SECOND THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.**

IV. Standing Items:

a. Appointment of the 2018-2019 Co-Chair

- Co-Chair rotates every two years.
- **HEATHER SISNEROS NOMINATES FRED BOURGOIN, FACULTY SENATE CO-CHAIR AS IEC CO-CHAIR 2018-2019. APPOINTMENT APPROVED WITH COMMITTEE CONSENSUS.**
- **FRED BOURGOIN, FACUTLY SENATE PRESIDENT ACCEPTS WITH THE ACKNOWLEDGEMENT THAT HE WAS ON THE COMMITTEE LAST YEAR, AND IS APPOINTED CO- CHAIR OF IEC COMMITTEE.**

b. Removed from Agenda (see Agenda item II).

c. Follow up on Action Items from previous meetings

- Discussion on if a sub-committee should be convened to examine the updating of Shared Governance Handbook.
- Agreement that most recent Shared Governance Handbook was approved, but Committee acknowledged that it needs improvement and some changes.
- Discussion that Campus wide continuation reform is needed.
- No Action from Committee at this time.

d. College Plans Reports

- At this first meeting, no plans have come forward as of yet.
- Discussion from President Gilkerson regarding current Laney College goals which were re-done in 2017-2018 year. President suggests that the IEC look how college goals fit into the IEC and make College Strategic Goals. Committee discusses looking at a time line, where to get all the data across the campus and setting baseline for goals.
- President recommends considering mapping College Strategic Goals in a different way.

V. New Items

a. Institutional Effectiveness Committee Orientation

⇒ **College Decision Making Process. - see handout SG Flowchart - *Planning, Decision Making and Resource Allocation Process* from 4/13/16 DRAFT**

- Discussion of flowchart by Committee. Noted that flowchart is a 2016 Draft.
- Heather Sisneros discussed the clarification of language use for Annual Program Update (APU) -> Annual Program Review or using term Comprehensive Program Review/CPR. Clifton Coleman noted the District is using Program Update and Program Review. President would like the language Comprehensive Program Review to be used.
- Discussion continues on how and what changes should be made to 4/13/16 Draft Planning, Decision Making and Resource Allocation Process flowchart.

- Suggestions include:
  1. Flowchart should flow up – arrows should point up and move upwards
  2. Rebecca asked if College Council can institute changes, she supports changing language – Strategic Enrollment Management, removing dividing lines between Governance Committees and other College Committees.
  3. Heather again wants consistent terminology. Content Review and Curriculum Review are the same things. LAC use the terminology Curriculum Content Review. Would like the District to adopt consistent terminology.

ACTION: Heather will double check PCAH and make Curriculum Content Review language usage is consistent.

4. President suggests that the flowchart may not be relevant, important or even needed?
5. Committee agrees that they do not need to worry about updating this, at this time.
6. VPI notes that at looking at most recent version from Governance Handbook, there is a more current version of flowchart in the Accreditation Handbook. Committee looks at most current chart on - Oct. 17th Second Follow up report - on Page 6.

ACTION: Fred will bring up to his Committee.

⇒ **IEC MASTER CALENDAR FROM PREVIOUS YEAR (Handout provided)**

- Discussion on questions or comments on Calendar:
- Question regarding November, Item #1 – Comprehensive Program Team Meet/Confer with IEC Liaison. Questioning who is the IEC Liaison?
- Question regarding December, Item #1 – Discuss Mid-Year Check-In on Goals and Provide Mid-Year Report to College Council.

b. IEC Appointments to Membership for Current Year

- Read and Review Charge and Responsibilities from May 2018 IEC Charge Handout.
- Discussion on how we are going to divide out Program Review?
- It is noted that with the rotating schedule, there is less to review at once,
- Questions:

- How to work on the process and validation form simultaneously?
- How do we adapt that to a Committee process for this rather than the Deans?

ACTION: This conversation is the first Charge for this Committee.

- **Review of Appoints to Charge handout of membership appointments.**

ACTION: Fred Bourgoin to take appointment

c. Re-affirm IEC Goals & Objectives for 2018-2019 Year

- Committee reviewed handout provided – *IEC Goals 2018-2019 Academic Year – Revised after May 2018 IEC Meeting*
- Committee reviewed Vision, Mission, and Values from Laney College Website
- Special attention noted to,: Mission – "Rooted in Social Justice"
- Discussion turned back to – *IEC Goals 2018-2019 Academic Year – Revised after May 2018 IEC Meeting.*
- **Goal #2 - Evaluate the College's progress on the annual and long term adopted Institutional Effectiveness Indicator Goals:**
  - Committee confirmed, we do not have to send annual update toe the state on Goal #2.
- **Goal #4 - Implement an efficient and smooth validation process for the College's Program Reviews and Annual Program Updates.**
  - Change goals to say Comprehensive Program Review and Annual Program Review.

ACTION:
1. Keep Goal #2 – but we do not have report it. Keep the language but we do not have to go to State with it.
2. Change language in Goal #4.

- **APPROVAL BY CONSENSUS. MOTION CALLED TO CHANGE ACTION ITEMS. VICKI FERGUSON APPROVED MOTION, SUZAN TIMEROTH-ZAVALA SECOND MOTION. MOTION APPROVED AND CARRIED.**

d. Program Review

- Program Review Process
  - Discussion of Program Review process led by President Gilkerson. Committee looked at updated Program Review timeline.

- Comprehensive Program Review discussion.
  - ⇒ VP had sent notifications to Departments
  - ⇒ Clifton will provide a paper flow chart of Comprehensive Review
  - ⇒ Oct. 15th – Online System Launch
  - ⇒ Jan 28th – Deadline. Note the District Deadline is NO LONGER in play.
  - ⇒ Feb. – IEC reads and reviews Forms
  - ⇒ APU – Annual Program Update

- Annual Program Review
  - ⇒ Launch in November
  - ⇒ District adopted Laney's form for College Annual Program Review
  - ⇒ Deans sign off on APR's– IEC will validate APR's
  - ⇒ Heather and Rebecca made a calendar for Chair
  - ⇒ Training and Validation will be done by the Learning Assessment Committee

ACTION:
1. Schedule training for this committee.
2. Get a norming process for the rubric.
3. **Comprehensive Program Review Schedule (document on Program Review website)**

- Assign leads for particular areas to validate reviews.
- 13x members for 16 reviews.
- Team leader liaison to connect with their departments.
- Send out announcements Kicking off Program Review
- Individual emails - this is your support team for Program Review.
- Create a calendar for check' ins.

ACTION:
FOR OCTOBER MEETING DESINATE TIME OR WHOLE MEETING FOR TRIANING/INSERVICE FOR PROGRAM REVIEW

Assignments were chosen for Comprehensive Reviews:
CIS – Fred
KASH- David
Graphic Art – OPEN
Journalism – Suzan
Media – Denise
Photo- Rudy
Art – Denise
Machine Tech – Fred
Welding- Vicki

AR Assessment Welcome – Suzan
Student Life – David Lee
Liberal Arts Office – Fred
IT – Vicki
Enrollment Division Office – Denise
Veterans– Rudy
VPSS Office – OPEN

Note: Rebecca Bailey and Heather Sisneros recused themselves.

ACTION: Fill two open spots at next meeting.

VI. Items for Next Agenda

a. Prepare for intake of Preliminary Draft for Comprehensive Review.
b. Rubric for Program Review
c. What are some of the norming questions on the right that we fill in.

ACTION: Bring a draft of the Rubric to the next meeting.

VII. Adjourn

Next Meeting - Thursday, Oct. 18, 2018 3:00pm – 4:00pm