

# Meeting Minutes

## Institutional Effectiveness Committee (IEC) Meeting Minutes

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Meeting called to order on **Monday, December 6, 2010** at 2:30pm.

Note taker: Lorena Mata

**Present:** Kuni Hay, RJ Ruppenthal, Chris Ratto, Mirella Burton, Lorena Mata, Henry Gee, Abdie Tabrizi, Irma Archuleta, Wei Zhou, Oleg Bespalov

**Absent:** Lynette Apen, Octavio Cruz, Felicia Mesa

### **I. Welcome Oleg Bespalov, Interim Director of Research**

- a. Involved in the CSU Early Assessment Program, experience with the Institutional Research at the Univ. of Philadelphia, Asford University in San Diego
- b. No major agenda items. Has been meeting with departments and committees on campus.
- c. Discussed that systems should focus on access and completion. Data and research planning must be balanced. He is looking at several measures that are appropriate. He has time to research other programs in relation to us.

Henry: "We don't have a great baseline. The set of tools at the district level needs to be broadened and automated so that people can do their own research and establish the kinds of reports that need to be brought in." Oleg agrees.

- d. The general trend for Institutional Research becomes a bottleneck. More and more reporting should belong to the staff.
- e. The EVC/SJCC portal is available which is good to start with. Faculty should be given access to reports. Departments need to decide the kinds of reports they need for their classes. Create batch jobs if necessary.
- f. Oleg would rather not have staff in his dept. but rather obtain consultants if necessary.
- g. RJ commented a need for help with assessment data in relation to SLOs.

### **II. Accreditation**

- a. Kuni and RJ received the report from the visiting team and are reviewing it for any mistakes.

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### III. Program Review

- a. Guidance (Mirella) – no change (Last report: will be ready, Tammeil Gilkerson is reviewing it)
- b. Transfer (Irma) – no change (Last report: will be ready, Tammeil Gilkerson is reviewing it)
- c. Physical Sciences (Wei) – no change (Last report: about to submit)
- d. Business (Henry) – will be done in a few weeks
- e. Political Science (RJ) – needs Henry's bio
- f. English (Abdie) – submitted
- g. Admissions & Records (Irma) – busing compiling and revising; draft is ready

Kuni will contact Shashi to create a non-public website to post the program reviews.

Abdie recommends using Dropbox: <http://www.dropbox.com/> (free filesharing program)

Henry recommends using Google Docs.

### IV. Strategic Planning

- a. Recap of the Strategic Planning Retreat that took place on Friday, 11/5/2010 in Gullo II. Attendees identified accomplishments under Strategic Initiatives and reviewed the Areas of Focus.
- b. Kuni distributed the "Reporting Out" from the retreat.
- c. Next steps: The Subcommittee (Abdie, Irma, Kuni, Lorena) will now work on Areas of Focus & Commitments to action this spring in an upcoming retreat and PDD.
- d. Henry brought up a concern with term "Community Engagement" > needs to be defined

### V. Break Out into Subcommittees

- a. Program Review
- b. Strategic Planning (Kuni emailed everyone the notes on 12/9/11 which are added to this document (see below).

Next meeting: **Monday, 2/7/2011 at 2:30pm**

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### **Notes from the Strategic Planning Subcommittee Meeting on 12/6/2010**

Notes taken by Kuni Hay

I am sharing our subcommittee's notes of our recommended plan for the phase 2 of our Strategic Planning retreat. Lorena, Irma, and Abdie – please help me fill in the blank and/or add information as you see fit.

#### Goal of the Phase 2 retreat:

→To identify new “areas of focus” and new “institutional CTA” that are realistic and prioritized based on the a) Chancellor's goals, b) Accreditation recommendation, c) ATD priority, and d) Ed. master plan recommendations.

#### Material to use:

→EVC History of Strategic Plan  
→Recap of 11/5/10 (produce summary) and review of report out document  
(Tammeil's notes)  
→Integrated Strategic Planning document (used at the 11/5 retreat) and example  
(produce)  
→(reference) 07-08 Status Assessment of the CTA

#### Overall plan:

1. 1/28/11 PDDay – use afternoon Division meetings to inform Strategic Planning phase 2 retreat timeline
2. 2/7/11 – IEC meeting: Strategic Planning subcommittee shares recommended plan and have the team review, solicit input  
Ask Oleg to help us on how best to frame institutional CTA so that it will be measurable.
3. Between 1/28/11 and 2/11/11, each Division uses its Division meeting time to review, discuss, and dialogue the following;
  - Review 11/5 report out
  - Integrated Strategic planning document and review examples
  - Develop Division recommendation of the Areas of Focus
4. Each division submits its recommendations to IEC by 2/11/11  
IEC and volunteer committee members organizes recommendations
5. Friday, 3/11/11: All College Strategic Plan (tentatively recommended date)  
9-12noon
  - Report out Division recommendations
  - Find common themes
  - Identify revised areas of focus
  - Identify institutional CTA
6. Friday, 4/8/11 (PDDay)
  - Divisions meet – discuss department/program/services/ and division level CTAs based on the institutional one