Minutes

Committee Name: IEC
Date: September 26, 2019
Time: 3:00 – 5:00 p.m.
Location: MB 350B
Present: Ben Beshwate, Sharlene Paxton, Jessica Kawelmacher, Heather Ostash, Ryan Khamkongsay, John Elder, Stephanie Brantley, Corey Marvin, Suzie Ama, Dawn Ward, Jill Board, Cliff Davis, Jaime McClure

1. Call to Order

3:06 by Dr. Corey Marvin, Vice President of Instruction

2. Approval of Agenda

Approved

3. Approval of Minutes and Action Items

Action Item: Dawn to send Jaime excel document for formatting.
Action Item: Review committee make up – should we keep IR as a member of the committee?

4. Goals for 2019 – 2020

- Create and present the first annual assessment of the new, more actionable strategic plan metrics. Summer 2019 marks the first year after the approval of the 2018-21 Strategic Plan and so the first opportunity to do the annual assessment of the plan's metrics, which were purposely chosen as short-term measures to show annual improvements or declines. A workflow, report format, and timeline all need to be newly established.

- (Holdover from 18-19) - Implement remaining second-year projects for establishing the Office of Institutional Research, including creating a comprehensive OIR website as the outward facing site to internal and external constituents, implementing a data visualization tool and creating a variety of first-generation interactive tables, and continuing to provide data literacy training for faculty and staff.

- Address the one recommendation that came out of the 2018 institutional self-evaluation: "In order to improve institutional effectiveness, the college should develop evaluation criteria for resource allocation decisions."

- Implement the report chart developed in 18-19 by developing a workflow and communication structure to ensure reports end up on appropriate agendas at the appropriate time.

- Recruit future Program Review Committee Chair to the committee.

- Request OAC include instruction on setting outcome reminders in the 4th year training.

- Direct Program Review authors to the new Tableau Program Review Data Dashboard to obtain their data.

- Run first ILO report from eLumen in Summer 2019.

- Post 5-year assessment cycle on OAC webpage for easy reference.

- Implement the new tracking mechanism.

- Develop proactive plan for checking in with departments who are scheduled to complete SLOs, AUOs, and PLOs in the upcoming year. This is to be done in August or early September of the year BEFORE the program review writing and will help with planning in eLumen, connecting to Canvas, and tracking completions.

- Develop a separate prompt asking for identification of goals from PR, and annual follow up to track progress. (Gap identified in the Fall 2018 AUP review by OAC.) Without this, goals in the PR may be forgotten until the next PR is written. If there is a way to auto-populate a field with previous identified gaps, it would be help!

- Create targeted trainings. The committee will move towards more targeted trainings in the future such as contacting those who have upcoming assessments for individualized help or group presentation to those who are completing PLOs and/or SLOs in upcoming semesters. Attendance may be required for PLOs or a section may be added to the Program Review meeting to address assessing PLOs.

- Develop Administrative work flow within eLumen. Three administrative departments (Counseling, Access, and Child Development Center) have volunteered to go through the eLumen work flow process to assist in implementation before full use by the college. Process will be made as possible throughout upcoming semesters and building within eLumen.

- Implement the work flow process for Admin Depts AUO revisions by Spring 2020 and use regularly when departments go through program review.

- Map GELOs. GELO's need to be visited, and individual course outcomes mapped.

- Redefine Liberal Arts Degrees Learning Outcomes and mapping. Develop an effective method to assess alongside the General Education designated representative.

- Review the OAC survey results in Fall 2019 and explore ways to increase awareness and engagement.

- Create an excel or other program for easier tracking and audit to be developed for use by OA Committee based upon the finalization of the 5-year program review cycle. An excel or other program for easier tracking and audit to be developed for use by OA Committee. Members will work together to create a trackable and fillable document for the college G:drive for up to date information.

- Develop a meeting to be held the year prior to completion of the PLOs for Program Review. This meeting may be mandatory for those writing the Program Review (TBD by Administration). E.g. A PR set for the 2019-2020 school year should assess PLOs in Spring 2019. A meeting should be held in Fall 2018 or Spring 2018 to meet with writer to ensure all SLOs have been assessed so the PLOs can also be assessed. There is an identified gap for missing assessments (less than 90%, see above) forcing extension of PR due dates. These meetings may help catch programs that are behind to complete the information timely, so they are not pushed out for approval.

5. Accreditation recommendation

Budget Development committee to meet in October and will come up with ideas to share with IEC.

Suggestion from Ben and Heather- both feel like that IEC should have a stronger input on the Budget Prioritization Rubric

6.   Strategic Plan Annual Assessment Results

Cerro Coso Community College - Strategic Plan 2019-2021

Strategic Goal: 1.Maximize Student Success

Objective: 1.Improve Onboarding

Achieved	Benchmark:	AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☑	A. Decrease the % of enrollments dropped before 1st day of class	17.4%	18.0%		-2.5%	0.6%
☐	B. Decrease the % of students dropped from all courses before 1st day		13.0%		N/A	N/A
☐	C. Decrease the % of enrollments dropped between 1st day & census	16.3%	15.0%		-0.7%	-1.3%
☐	D. Decreases the % of students dropped between 1st day & census		9.0%		N/A	N/A
☐	E. Increase the % of students completing assessment testing as part of onboarding	61.6%	70.0%		-0.5%	8.4%
☐	F. Increase the % of students completing advisement/ counseling as part of onboarding	55.8%	65.0%		9.2%	9.2%
☐	G. Increase the % of students completing abbreviated ed plans as part of onboarding	40.4%	50.0%		4.1%	9.6%
☐	H. Increase the % of students completing orientation as part of onboarding	51.7%	65.0%		-4.8%	13.3%

Strategic Goal: 1.Maximize Student Success

Objective: 2. Improve Momentum Toward Students' End Goals

Achieved	Benchmark:	AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☐	A. Increase the % of students completing comp ed plans in 1st term	10.7%	15.0%		-2.5%	-4.3%
		AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☐	B. Increase the avg # of credits per semester attempted by degree-seeking students	6.97	10.0		-7.2%	-30.3%
☐	C. increase the avg # of credits per semester earned by degree-seeking students	5.24	7.00		1.7%	-25.1%
		Fall-18	2020 Target		% Change AY 18 - A	% Off from Goal
☑	D. Increase the % of 1st time students completing 6-11.9 credits in first term	42.5%	42.0%		3.4%	0.5%
☐	E. Increase the % of 1st time students completing 12-14.9 credits in first term	13.1%	17.0%		1.3%	-3.9%
☐	F. Increase the % of 1st time students completing 15-23.9 credits in first year	29.5%	32.0%		2.1%	-2.5%
☐	G. Increase the % of 1st time students completing 24-29.9 credits in first year	10.9%	14.0%		1.0%	-3.1%
☐	H. Increase the % of 1st time students completing 30 or more credits in one year	3.3%	5.0%		-0.5%	-1.7%
		Fall-18	2020 Target		% Change AY 18 - A	% Off from Goal
☐	I. Increase the % of 1st time degree seeking students persisting from term 1 to term 2	58.3%	66.0%		0.4%	-7.7%
		Fall-18	2020 Target		% Change AY 18 - A	% Off from Goal
☐	J. Increase the % of 1st time degree seeking students persisting from term 1 to term 3	36.7%	45.0%		-4.0%	-8.3%

Strategic Goal: 3.Ensure Student Success

Objective: 1.Optimize Student Enrollment

Achieved	Benchmark:	AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☑	A. Increase FTES	3,241	3,100		4.6%	4.5%
☐	B. Increase the # of students taking at least 1 class at the IWV (Excludes ADMJ Police In-Service Courses)	1,217	1,600		-7.0%	-23.9%
☑	C. Increase the # of students taking at least 1 class at East Kern	2,087	1,200		23.9%	73.9%
☐	D. Increase the # of students taking at least 1 class at ESCC Bishop	304	325		1.3%	-6.5%
☐	E. Increase the # of students taking at least 1 class at ESCC Mammoth	238	250		5.3%	-4.8%
☑	F. Stabilize the # of students taking at least 1 class at the KRV	301	300		0.3%	0.3%
☑	G. Stabilize the # of students taking at least 1 class with CC-Online	6,322	6,000		2.1%	5.4%
		AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☐	H. Increase the # of 1st time degree seeking students taking 12-14.9 units in their 1st term	185	265		-15.1%	-30.2%
☐	J. Increase the # of 1st time degree seeking students taking 15 or more units in their 1st term	36	57		-32.1%	-36.8%
		AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☑	K. Increase the # of HS students taking college classes at CC (concurrent enrollment)	1,350	1,000		30.7%	35.0%
		AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☑	L. Increase the # of HS students taking college classes with CC on their HS campuses (dual enrollment)	795	600		56.2%	32.5%
		AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☐	M. Increase the # of incarcerated students taking at least 1 class with CC	963	1,000		51.2%	-3.7%

Strategic Goal: 4.Enhance Community Connections

Objective: 1.Improve Workforce Programs that Respond to Local Industry

Achieved	Benchmark:	AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☐	A. Increase the # of Career Technical Education degrees and certificates awarded	365	400		10.9%	-8.8%
☑	B. Increase the # of individual students who complete a CTE degree or certificate	259	250		10.7%	3.6%
☑	C. Increase the # of annual enrollments in CTE courses	11,551	11,000		15.5%	5.0%
☑	D. Increase the # of students completing 12 or more CTE units in their first year	391	375		27.8%	4.3%

Strategic Goal: 4.Enhance Community Connections

Achieved	Benchmark:	AY 2019	2020 Target		% Change AY 18 - A	% Off from Goal
☐	A. Increase the proportion of males applying for college employment to the same proportion in the general popu	0.69	1.00		-19.8%	-31.0%

Strategic Goal: 5.Enhance Community Connections

Objective: 1.Improve Effective Professional Development

Achieved	Benchmark: Increase the % of "Agree" & "Strongly Agree" responses to the question:	AY 2019	2020 Target		% Change AY 16 - A	% Off from Goal
☐	A. I have been provided adequate training to do my work		82.0%		N/A	N/A
☐	B. There are opportunities at the college to learn & grow		74.0%		N/A	N/A
☐	C. The college provides encouragement & support for professional growth & development		80.0%		N/A	N/A
☐	D. My immediate supervisor encourages my professional growth & development		81.0%		N/A	N/A

Strategic Goal: 5.Enhance Community Connections

Objective: 2.Reflect the Communities We Serve

Achieved	Benchmark: Increase the % of "Agree" & "Strongly Agree" responses to the question:	AY 2019	2020 Target		% Change AY 16 - A	% Off from Goal
☐	A. My immediate supervisor keeps me informed of issues relevant to my job		80.0%		N/A	N/A
☐	B. My immediate supervisor asks for my input before making decisions that affect my work		80.0%		N/A	N/A
☐	C. I feel valued as an employee of the college		80.0%		N/A	N/A
☐	D. I feel consulted & listened to regarding decisions in the workplace		80.0%		N/A	N/A
☐	E. I feel interactions with my immediate supervisor are positive or very positive		80.0%		N/A	N/A

Strategic Goal: 5.Enhance Community Connections

Objective: 3.Improve Participatory Governance

Achieved	Benchmark: Increase the % of "Agree" & "Strongly Agree" responses to the question:	AY 2019	2020 Target		% Change AY 16 - A	% Off from Goal
☐	A. Relevant information affecting the college is communicated throughout the organization		75.0%		N/A	N/A
☐	B. My representatives in governance committees adequately inform me about important college issues		80.0%		N/A	N/A
☐	C. My representatives on governance committees ask for my input on important issues		75.0%		N/A	N/A
☐	D. Information flows well upward through the organizational structure		75.0%		N/A	N/A
☐	E. Information flows well downwards through the organizational structure		65.0%		N/A	N/A
☐	F. I understand the decision-making process at the college		80.0%		N/A	N/A
☐	G. The decision-making process at the college is effective		75.0%		N/A	N/A

Strategic Goal: 5.Enhance Community Connections

Objective: 4.Improve Facilities and Maintenance

Achieved	Benchmark: Increase the % of "Agree" & "Strongly Agree" responses to the question:	AY 2019	2020 Target		% Change AY 16 - A	% Off from Goal
☐	A. The college where I work is adequately maintained		75.0%		N/A	N/A
☐	B. The environment in which I work is conducive to productivity		75.0%		N/A	N/A
☐	C. The college or location where I work is attractive		80.0%		N/A	N/A
☐	D. The college or location is kept clean		90.0%		N/A	N/A

Strategic Goal: 5.Enhance Community Connections

Objective: 5.Improve Safety and Emergency Preparedness

Achieved	Benchmark: Increase the % of "Agree" & "Strongly Agree" responses to the question:	AY 2019	2020 Target		% Change AY 16 - A	% Off from Goal
☐	A. I feel safe at my work location		90.0%		N/A	N/A

7.   IEPI, Round 2

Preparation for October Site Visit – October

To ensure a productive visit, it's very important for the CEO and point persons to inform the institutional community, and especially the participants in visit meetings, about the nature and purposes of the PRT visit, and that participants will be asked to share their observations and perspectives on the Areas of Focus in the meetings. Sufficient functional and constituency representation in the meetings is also very important.

The IEPI Project Director requests from the institution a somewhat more detailed (but still concise) treatment of the Areas of Focus, which the CEO will prepare in consultation with the Academic Senate President and other applicable leadership.

The CEO designates before Visit 1 a working group that will start drafting the institution's Innovation and Effectiveness Plan (the I&EP Drafting Group) with the guidance of the PRT during the second visit. The group may be ad hoc or existing, and if necessary, the CEO may designate two or even three groups, each of which is to draft one or more sections of the Plan. The group(s) should be relatively small, yet reasonably representative with respect to applicable functions and constituencies, to improve both the Plan and its subsequent implementation.

The PRT reviews the following documentation, in addition to the Letter of Interest and the Areas of Focus treatment:

A relatively small set of documents regarded by the institution as crucial to understanding the Areas of Focus and provided to the Project Director by the point persons

IEPI and accreditation status documentation

Other documentation available on the institutional website, or provided by the institution at the team's request, that is related to the Areas of Focus

The PRT reviews the draft list of individuals and groups and the schedule that the institution has suggested for interviews/meetings (both provided by the point persons to the Project Director), which should include at least some members of the I&EP Drafting Group. The PRT then requests any additional interviews or meetings that are needed to gain a fuller understanding of the institution's needs, and decides who on the PRT should meet with whom.

Some interviews/meetings might work best with one PRT member; others might require two or more members, or the whole team. In some cases, two or even three parallel meeting tracks might be scheduled.

The initial visit day typically starts at 8:00 or 8:30, and includes short breaks between meetings, a 45-to-60-minute lunch break, an afternoon wrap-up meeting just for PRT members, and then time for an oral Summary of Initial Visit to the CEO (and others at the CEO's discretion), all by the target finish time of 4:30 or 5:00. The PRT Lead works with the point persons to finalize the schedule for the day.

Visit 1: Gathering Information and Establishing Scope

The PRT holds interviews and meetings with the individuals and groups as scheduled, and asks questions the PRT has identified for each interview or meeting, with clarifying and follow-up questions as appropriate.

The PRT analyzes the information gathered in the interviews and meetings.

The PRT meets as a team to share preliminary observations about the institution's Areas of Focus, what the institution has already done or plans to do about them, and what additional IEPI resources, if any, might help the institution make progress.

If the date for the second visit has not already been set, the PRT Lead works with the CEO, point persons, and PRT members to identify it. The second visit should take place as soon after the first visit as schedules permit, consistent with development and timely delivery of the List of Primary Successes and Menu of Options as described below. An interval of about five weeks is ideal.

Based on the team's discussion, the PRT prepares and presents a brief oral Summary of Initial Visit to the CEO.

8. Review of Action Items

No Action Items

9. Future Agenda Items

Elements of Student Success

10. Future Meeting Dates

~~October 24, 2019 3:00 – 5:00 p.m. | MB318~~

December 3, 2019 3:00 – 5:00 p.m. | MB318

January 30, 2020 3:00 – 5:00 p.m. | MB318

February 27, 2020 3:00 – 5:00 p.m. | MB318

March 26, 2020 3:00 – 5:00 p.m. | MB318

April 23, 2020 3:00 – 5:00 p.m. | MB318

11.   Adjournment

Meeting Chair: Corey Marvin
Recorder: Stephanie Brantley