



Minutes

Institutional Effectiveness Committee

Date: Thursday, October 22, 2020

Time: 3:00 pm – 4:30 pm

Location: <https://cccconfer.zoom.us/j/95134650415?pwd=YTVmZlFtWDRuTDZZTUE5SWpCekVZUT09>

Attendees: Ben Beshwate, Cliff Davis, Sean Hancock, Jessica Kawelmacher, Jaclyn Kessler, Ryan Khamkongsay, Corey Marvin, Heather Ostash, Sharlene Paxton, Laura Vasquez, Dawn Ward

1. Call to Order

Meeting called to order at 3:03 pm by Corey Marvin

2. Changes/Additions to the Agenda

Item four: IR Assisting Chairs with AUP and PR was added after the agenda was sent out via email

3. Approval of Minutes and Action Items

Minutes approved unanimously

4. IR Assisting Chairs with AUP and PR

- *Faculty brought up concerns regarding IR data requests (while working on AUPs and PRs). Ben invited Ryan to attend an Academic Senate meeting in November or December. Faculty have questions regarding data requests, particularly how they pertain to AUPs and PRs. Ben shared spring 2017 AS minutes show an overwhelming amount of faculty members in favor of bringing IR to Cerro Coso due to needing assistance interpreting data, mainly for Program Review. Several faculty members have made Ben aware of requests not fulfilled and a lack of information from IR. Cody and Natalie send work order requests on a monthly basis and Academic Senate members have requested IR distribute a similar report in effort to ensure transparency. The overall perception is that faculty requests are being bumped for other things.*
- *Ryan recalls fall 2017 being a rough semester and explained why he was not able to fulfill some requests. He reached out to those faculty members and apologized. Since then, IR has been intentional about contacting requestors and following up with requests. IR is in the process of updating the website and a new table will show live data requests. The IR department is working to streamline the process and satisfy requests for both static data and dashboard data. The goal is to have reports ready before Program Review starts.*
- *Corey acknowledged requests can be simple and some require intensive data analysis. He and Ryan are collaborating on how to better support the AUP and PR processes. The concept of the dashboards was to provide data that faculty can pull at any time. In tandem, the static PR reports were omitted due to the transition to the dashboard. Flaws within the dashboard were identified on the first year. Now that the dashboards are in their second year, data is very accurate and agile. Program data can be disaggregated in numerous ways, including demographics and equity. In response to the need for layers of support, dashboards and static reports will be available next year. Corey and Ryan recognize that some faculty prefer to investigate data for themselves and some faculty*



Minutes

would rather look at the static reports; whichever is most helpful for the author to glean information will be available. The level of transparency with data requests can be improved. While the institution does many things, the original idea of having IR on campus was to have an office to assist with various kinds of program review. Corey emphasized we do not want IR to interpret the data, but to make sure it is available and accessible.

5. Suggested Integrated Planning Revisions for 2021

Corey reviewed the AUP template in length. He reiterated that equity continues to be a focus for our state and college.

- Template
 - Corey reviewed the AUP template in length. He reiterated that equity continues to be a focus for our state and college.
 - The AUP template is going to change next year; changes should be made before faculty go off contract in the summer. We would like faculty chairs to have all the information they need in order to hit the ground running in the fall. Corey emphasized the importance of the Outcomes Assessment Committee and Program Review Committee receiving all the information needed to do their work. Corey asked Dawn, Ben and Jaclyn to review the AUP template and process with their constituent groups and bring feedback to the January meeting. Ben believes input from the chairs is necessary to make decisions regarding the AUP template.
- Budget Input Method
 - Item tabled to the January meeting
- New and Obsolete Units/Sections

6. Program Review Update

- PR committee is in the planning stages of creating a working hour/study hall. Authors can bring their work to a committee member for guidance, suggestions and early feedback. Frequent meetings will be held in attempt to catch up on overdue program reviews. The committee requests program reviews be submitted two weeks before the meeting. Efforts are being made to allow flexibility and to provide time for the Program Review and Outcomes Assessment Committees to read the program reviews, resulting in enhanced feedback. Jaclyn and the PRC are hoping to reduce the stress and anxiety that comes with program review. Issues should be addressed before the first read. Ben will share the PR template from Porterville College with Jaclyn. Other colleges in the state are also streamlining their processes taking PRs from a 35-70 page document down to a 2-10 page document every few years. There is a lot of redundancy in the PR document itself. Redundancy issues will be addressed while still satisfying accreditation requirements. Corey apprised the group of the terminology difference between BC and PC. Jaclyn would like all data, reports, and charts ready for the authors so they can focus on interpreting the data rather than collecting it.



Minutes

7. Outcomes Assessment Update

- *Assessment and planning for the semester has commenced. Some chairs provided data for planning in eLumen. While helping chairs pull data the mapping disappeared for multiple programs. Dawn reached out to the eLumen representative to see if they can retrieve the previous mapping program. Dawn met with chairs late September and was able to get feedback from them and connect to answer questions. Canvas issues fixed for those wanting to integrate Canvas and eLumen. Scheduled meeting next month for those starting PR next year. Everything is proceeding as it should be.*

8. Review of Action Items

- *Corey to get IEC folder access for Sean Hancock*
- *Ben to take AUP Template to Academic Senate for feedback*
- *Corey to take AUP Template to Faculty Chairs (In January) and Admin Cabinet for feedback*
- *Dawn to take AUP Template to Outcomes Assessment for feedback*
- *Jaclyn to reach out to Suzie for PR and follow up with eLumen PR Module*
- *Corey to reach out to determine who Jaclyn's counterpart is at BC*

9. Future Agenda Items

10. Future Meeting Dates: Thursday, January 28, 2021 at 3:00 pm

11. Adjournment

Meeting adjourned at 4:29 pm by Corey Marvin

Meeting Chair: Dr. Corey Marvin

Recorder: Lacey Navarro