



# Minutes

Institutional Effectiveness Committee

Date: Thursday, September 24, 2020

Time: 3:00 pm – 4:30 pm

Location: Zoom

Attendees: Ben Beshwate, Lisa Couch, Cliff Davis, Jessica Kawelmacher, Jaclyn Kessler, Ryan Khamkongsay, Corey Marvin, Jaime McClure, Sharlene Paxton, Laura Vasquez, Dawn Ward

Guests: John Elder

**1. Call to Order**

*Meeting called to order at 3:02 pm by Corey Marvin*

**2. Approval of the Agenda**

*Agenda approved unanimously*

**3. Approval of Minutes and Action Items**

*Minutes from the previous meeting were not available. Corey provided a brief overview of what was discussed at the previous meeting. The group reviewed the final draft version of IEPI grant. There were concerns within the document about data coaching and those were removed and submitted. The group also discussed the final year-end ratings of the outcomes assessment, program review and integrated planning components. The changes discussed were made in the College Report Card. Discussion details from the spring are reflected in the documents.*

**4. College Report Card 2020**

- *Each year, the IEC completes an end-of-year assessment in which data is compiled and all constituent groups. The IEC completes a yearly self-review of how the college is performing in terms standards listed in the College Report Card. The three pillars of IEC are planning, program review, and SLO/outcomes. The benchmarks come from accreditation documents so they align well with what Cerro Coso is required to demonstrate when we write the Institutional Evaluation Report. Ratings indicate if we are gaining or losing ground in each area. Corey provided an overview of results before going into a deeper dive into each rubric statement, as well as showing the group how to read the document.*
- *The write up is a running document dating back to 2014-2015. Revisions and changes are rolled up describing how we address each standard each year. A new Strategic Plan is completed every three years. President Board used to call a task force comprising members from a variety of different areas and that task force meets during spring semester to create the next Strategic Plan. The Strategic Plan goes through Senate, Classified Staff, Admin Cabinet for review and to move forward. We are gearing up for the next Strategic Plan.*

***Planning***

- *Data presented in today's meeting will be the last set of data we have to drive 2024 planning. Strategic Planning and the Participatory Governance Handbook*



# Minutes

are on a three year cycle. Benjamin Beshwate shared that dates on the Handbook do not line up with what is being discussed. Per Corey, the documents should all line up; incorrect dates were printed on the Participatory Governance Handbook and will be corrected on the next cycle.

- The Budget Development Rubric is the only suggestion that came out of our accreditation process. The priority rubric was developed last year and is being refined this year. Once finalized, we will use it in next year's planning cycle for AY 22-23.
- A communication report chart was created two years ago and rolled out last year. The purpose of the chart is to formalize which committees are being presented with which reports to better communicate with the groups that have work to do in these measures. Corey will share with committee chairs which reports they should be sharing in their committees. Lisa Couch shared that the Student Experience Survey needs to go to the safety and security committee.

## **Program Review**

- Data Coaching does not need to be involved in highlighting this resource during Annual Program Review training. Corey to revise document to remove bullet number two.
- The way the goal is worded, "Review RP template content to evaluate its currency and relevancy." Corey asked Ben Beshwate to add to the discussion. Program Review being a 10+1 issue Academic Senate has a say in that and can take the lead in terms of having those conversations. Benjamin Beshwate agreed that is good time to address those with a new chair. Discussion should happen at Program Review first and then, Jaclyn could bring that to the Senate Exec and move forward from there. Corey reminded the group that the Program Review process must meet all the standards set by ACCJC. If a new goal or objective is established by program review, we must have a way to ensure the gap is addressed, dealt with and reassessed.

## **Outcomes Assessment**

Dawn Ward reviewed the Outcomes Assessment portion of the College Report Card

- Dawn and John are trying to figure out how to work with what they have in eLumen and need more the help from faculty chairs in implementing and inputting data into eLumen. Dawn would like to attend Faculty Chair meetings and continue to work with chairs to get clean data in eLumen. Two or three assessments will be rolled out to help the outcomes assessment committee to remind the chairs assessing the class to put them in at the end of the semester. Dr. Marvin asked for update regarding scheduled courses being completed. Dawn shared that a little more than half are using eLumen. Hopefully through continued contact and training, we can get more in there. Once faculty start using it, they seem to like it.
- Sylvia helped with guides in governance. When creating CORs – make sure you are using the right SLOs and use the same action plan tool in eLumen. Now that we



# Minutes

*have the basics of eLumen down, we can try other tools. eLumen sends automatic calendar reminders to reassess.*

- The Outcomes Assessment Committee is exploring how to get the workflow process in eLumen for administrative unit outcomes. They are working closely with admin departments that are going through RP to make sure they have measurable outcomes. Dr. King is helping with pulling Liberal Arts degrees through CIC.*
- Corey shared that Rubric Statement 5 came out of a compliance recommendation out of 2012 and the college has been refining this process. Dawn would like to continue with RP trainings as they were helpful last year. Corey suggested meeting in October to train for Program Review and hopefully Suzie Ama can assist. Corey to round back with Jaclyn regarding a couple of action items.*

## **5. Strategic Planning Results 2020**

- Ryan shared a big thanks to John Elder as he was paramount in obtaining updated numbers for 2020. Ryan provided an in-depth review of the Strategic Planning Data Tool and results for 2020. Column M shows important benchmark data – key performance indicator. Each assigned goal was created by the Strategic Planning Task Force. Column P shows how close we came to meeting the actual goal. Corey clarified that some goals were intended to decrease and some to increase and reminded committee members to pay attention to the goal and when reviewing the line trends. The college did not meet every goal, however, we are seeing overall positive results. John Elder reviewed first time student data and shared that we are doing a good job meeting those goals. The more students we serve, the more we can help students. We are increasingly serving students in the different capacities.*
- Enhancing community connections metrics came from the Climate Survey administered in fall 2019. Corey spoke to the issue of the Climate Survey – Cerro Coso has work to do with professional development, morale, facilities and maintenance. Corey emphasized that we will be focusing on these deficits over the next three year period. Benchmarks listed in the data tool measure the overall health of the institution. Corey suspects that Dr. Hancock will want to review the survey results when he comes on board as it sums up what we have deemed important as one large constituent group. IEC members to review the data and reach out should any questions arise.*
- Sharlene asked if the Climate Survey had been shared out college-wide. District finished analysis in the spring. Results will be shared out in an upcoming Lunch and Learn, which will be open to all staff. Ryan and John will do a deeper dive into the Climate Survey Results and will be released to the institution as soon as it is ready. The Climate Survey is a district-wide survey and other considerations must be made at a district level before releasing the report. The climate survey is to be shown and discussed at College Council first. There are other groups that need to go through it carefully, understand it and have discussions about what drove the results and where do we go from here. Ryan shared that PC and BC saw similar trends.*



# Minutes

## 6. Budget Development Rubric

- *The purpose of rubric is to assist the committee in evaluating requests and addresses the 2018 accreditation recommendation report for developing evaluation criteria for resource allocation decisions.*
- *The Budget Development Committee has worked on this over the last several years. There has been some uncertainty with SCFF and COVID for 2020 and we have been unsure of the economic impact this will have on the college. During spring 2020, we used the rubric to guide discussions for one-time requests that came through the budget process. Part of that involved identifying gaps in the rubric itself as well as gaps we received through the budget request process. It is still in the development process and is only being used to review budget increases at this point. The committee wants to ensure individuals making requests have the information we are looking for to continue to find and correct additional gaps in the process. Information the BDC is using is not just information included in budget worksheets or planning documents, but information provided individuals that come to talk to us – all info will be taken into consideration. Lisa Couch provided an overview of the rubric elements. Bonus points are awarded for innovation - going above and beyond for solving a need or gap. Spring committee members reviewed purchase requests individually and rated them accordingly. Ratings were used to guide and sharpen conversations amongst the committee. Decisions then suggest recommended/not recommended items for the tentative budget. The finalized rubric will be used as a way to rank items.*
- *Ben Beshwate verified that the rubric was presented at an Academic Senate meeting by Matt Jones. Ben asked Natalie to post it on document site for all to see. Corey asked if the Academic Senate had any questions/concerns. It is hard to ask questions when you aren't looking at the document, but Matt did a good job answering questions on the spot. Academic Senate will bring it up again after faculty have had a chance to review the document. Ben will share comments through the most practical route.*

## 7. Planning Documents Repository

- *The idea arose from the test of the rubric in the spring. Program Review, AUP, section plans, and division plans are all posted online. There may be other planning docs that are not available online, but should be. The committee discussed a place where all planning documents could easily be housed.*  
*The committee brainstormed the possibilities of utilizing:*
  - *SharePoint*
  - *insideCC*
  - *G:Drive*
- *It was recommended to bring the subject up to IEC to discuss the collection of planning documents. Corey opened it up for discussion. No suggestions/comments from the group. Corey feels it would be best and most logical to be located in the G:Drive. It can be producible as evidence for audits and accreditation visits. Both environments are meant to be permanent and house things over time. If there are no concerns, we will take back to BDC and make an executive decision.*



# Minutes

## 8. Review of Action Items

- *Corey to add Student Experience Survey to go to the safety and security committee and share chart with Committee Chairs.*
- *Corey to remove bullet point two under Program Review Rubric Statement 1 Goals: data coaching. (College Report Card pg. 10 of 25)*
- *Corey to round back with Jaclyn regarding a couple of action items.*

## 9. Future Agenda Items

- *Elements of Student Success (tentative)*
- *Integrated Planning*

**10. Future Meeting Dates:** Thursday, October 22, 2020 at 3:00 pm

## 11. Adjournment

*Meeting adjourned at 4:32 pm by Corey Marvin*

Meeting Chair: Dr. Corey Marvin

Recorder: Lacey Navarro