



Minutes

Institutional Effectiveness Committee

Date: Wednesday, May 11, 2022

Time: 9:00am – 10:30am

Location: Zoom (<https://cccconfer.zoom.us/j/92462713683>)

Attendees: Andrew Burch, Cliff Davis, Sean Hancock, Jessica Kawelmacher, Jaclyn Kessler, Corey Marvin, Jaime McClure, Yvonne Mills, Heather Ostash, Dawn Ward

1. Call to Order

Meeting called to order at 9:04 am by Corey Marvin

2. Changes/Additions to the Agenda

No changes/additions to the agenda

3. Approval of Minutes and Action Items

Minutes approved unanimously

Action items complete – Criteria for Program Review document was approved through Academic Senate.

4. Self-Assessment

IEC has been setting goals to indicate gaps and acknowledge progress.

Annual Integrated Planning – reviewed by Dr. Marvin

- *Rubric Statement 1: Corey highlighted recent changes made, progress the college has made over the years and expectations from ACCJC. The midterm report is ready to go to the Board for review and approval. Sean would like to share the Educational Master Plan. Chancellor Christian requested a formal statement indicating Cerro Coso is extending the 2017-2022 Educational Master Plan by one year to allow more time to complete the newest version. Presidents are considering aligning these timelines as a district. Cerro Coso will also begin the 2025 accreditation self-evaluation process in the fall.*
- *Rubric Statement 2: Fill IR positions to get IR back up and running to pick up progress on the IEPI grant goals. The professional development proposal was briefly discussed. Academic Senate would like to see more visits from administrators. When a report or document is provided for review or approval, Academic Senate would like to formalize the process to increase transparency.*
- *Rubric Statement 3: Budget planning software was not fully implemented for unit plan proposers. There will be further training this upcoming year. Goals include fully implementing the budget software including the development of training materials.*
- *Rubric Statement 4: Elements of Student Success. The college disseminated a variety of data and reports this year. Corey will work with district IR to produce a yearly calendar of expected reports.*

Program Review – reviewed by Jaclyn Kessler

- *Rubric Statement 1: eLumen was a barrier to proposers completing their program review. Corey acknowledged all the progress made by Jaclyn and the*



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Program Review Committee. This was the first year with the new template for the instructional programs. Necessary revisions have been identified to streamline the process even further.

- *Rubric Statement 2: Nicole has been a very valuable asset with the PRC. PRC compiles feedback and presents to the authors through a small workgroup. PRC would like to offer a two-day paid writers retreat. Additional goals include creating a Program Review handbook for writers and one for the committee.*
- *Rubric Statement 3: There are barriers beyond the control of the PRC. Once the document leaves the committee's hands, it is in the department's hands. Lisa Fuller, Jaclyn and Dawn Ward are on both the Program Review and Outcomes Assessment committees to provide consistency. Jaclyn shared the importance of alignment between program review and the AUPs.*

Outcomes Assessment – reviewed by Dawn Ward

Dawn believes the document is lacking due to the transition from eLumen to an in-house system. Dr. Marvin reassured the group that things will improve once we can move past the Covid era.

- *Rubric Statement 1: Due to the outcomes data system change, there was not much data available for tracking. The new Curriculum and Assessment Management System (CAMS) is starting to get off the ground. CAMS will be tested in fall 2022 and implemented in spring 2023. With the new system, everybody will have access to track data and pull reports more efficiently (not just chairs).*
- *Rubric Statement 2: The OAC will continue to provide targeted trainings covering assessments and the new management system.*
- *Rubric Statement 3: Further achievement on GELOs and ILOs. Dawn has been collaborating with chairs and Sylvia can work on mapping over the summer. The group continually updates the CAMS system and governance pages as necessary.*
- *Rubric Statement 4: Cerro Coso's new internal system has resulted in some extra work. With an additional staff member in the Office of Instruction, Corey plans to provide additional support with Outcomes Assessment and the CAMS*
- *Rubric Statement 5: There are three staff members working on program reviews. Two members are also on the Program Review Committee to ensure collaboration and communication across committees.*
 - *President Hancock recognized all the hard work done across the college to help improve these processes.*

5. Review of Action Items

- *Corey to work with district IR to produce a schedule/calendar of report charts*
- *Corey to complete the college report card*
- *Planning survey*



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6. Future Agenda Items
Future meetings Fourth Thursday 3:00pm-4:30pm

7. Future Meeting Dates:

September 23, 2021	February 24, 2022
November 18, 2021	March 24, 2022 (<i>cancelled</i>)
January 27, 2022	April 28, 2022
	May 11, 2022

8. Adjournment
Meeting adjourned at 10:23 am by Corey Marvin

Meeting Chair: Corey Marvin

Recorder: Lacey Navarro