



Minutes

Institutional Effectiveness Committee

Date: Thursday, November 18, 2021

Time: 3:00 pm – 4:30 pm

Location: MB 318 or <https://cccconfer.zoom.us/j/92462713683>

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

Absent: President Hancock

1. Call to Order

Meeting called to order at 3:03 pm 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 were reviewed and follow up discussions are on today's agenda.

The VRC topic went to all constituency groups as discussed in the previous meeting.

4. Updates

- *Program Review - The Program Review Committee is working on revised templates. Challenges have surfaces, but the committee is making progress. Program Review Data Trainings were facilitated by Ryan and proved to be successful. PRC will continue to provide live trainings.*
- *Outcomes Assessment – The group met last week to discuss the transition away from eLumen. The discussion focused on ways Canvas can meet Cerro Coso's needs. The next step is to pull assessment data out of eLumen. A Non-Instructional Program Review Task Force is in the planning stages and more information will be brought to the next meeting.*
- *Curriculum – It has been determined that an in-house system would be best to store curriculum data. All curriculum has already been downloaded by the Office of Instruction. Cliff shares that he looks forward to moving away from eLumen.*
- *Dynamic Forms – Based on the presentations, Dynamic Forms seems to be far less cumbersome than what is in place now. Forms are in the foreground collecting information that is stored in the database in the background.*

5. Criteria for Being a Program Review

Yvonne volunteered to spearhead the Dual Enrollment program review conversation in Senate. A rubric would be beneficial to ensure in-depth reflection in every DE discipline as a part of each program. The Union is negotiating a review process for faculty teaching Dual Enrollment courses. Yvonne and Jaclyn will take the topic to the next Academic Senate Exec meeting as a discussion item. KCCD contracts with the high school districts and we reimburse the high school districts. EdCode states institutions are to review the course, not the instructor.



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6. Criteria for Being an AUP

Human Resources is currently assigned to complete an Annual Unit Plan. HR is a district department and the district completes the AUP annually. Part of the rationale of the section/unit plan is that every organization is represented. The ultimate goal is continuous quality improvement, and we cannot lose sight of that goal. Every department with a budget can plan, budget and request resources. HR and business services do not have local Cerro Coso budgets. Heather and Dawn agree that it seems amiss that there is no campus-based assessment of the unit even though the unit functions as a service to the campus. Heather wonders if a new template can be created that is geared towards HR and the Business Office (non-instructional/non-student services). Options and ideas were shared amongst the group. Jaclyn suggested tabling the discussion until Program Review forms are finalized.

7. Dialogue for Institutional Effectiveness

- *Program Review*

- *It does not appear that all program review authors are sharing their document with their department or team members, let alone getting additional needed information from other sources—for example, input from counseling, distance ed, or the dual enrollment manager. Jaclyn is brainstorming creative ways to improve communication without bogging down the PR process. Heather advocates IEC make a recommendation regarding how things are communicated. Jaclyn would like support in this area.*
- *A goal to work towards is a culture of sharing the document, not a culture of working on the document and submitting it. Heather shares her experience working with program review where committees were involved and all parties reviewed and signed off before submission. Jaclyn encourages authors not to write it alone. There are no consequences when authors miss a deadline.*
- *Cliff noted that deans being involved might cause more resistance amongst faculty. Jaclyn would faculty to be trained how to use the document throughout the next five years. Corey has been impressed with those departments creating program reviews as a group and using it as a roadmap for moving forward. Expectations and guidance should be front-loaded and the group should meet at the start of the process. Incentivizing any components of the process will have to go to the Union.*
- *Program Review processes is a 10+1 matter. Jaclyn will take the topic to Academic Senate Exec for discussion. Heather suggested that Cerro Coso look at PRs from other institutions to see their best practices.*

- *Outcomes Assessment – tabled until the next meeting on January 27, 2022*

- *Integrated Planning – tabled until the next meeting on January 27, 2022*

8. Review of Action Items

- *Yvonne and Jaclyn to take DE Program Review discussion to Academic Senate Exec.*

9. Future Agenda Items

Human Resources AUP



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Business Services AUP

10. Future Meeting Dates:

September 23, 2021	February 24, 2021
November 18, 2021	March 24, 2021
January 27, 2021	April 28, 2021

11. Adjournment

Meeting adjourned at 4:30 pm by Corey Marvin

Meeting Chair: Corey Marvin

Recorder: Lacey Navarro