Minutes

Institutional Effectiveness Committee
Date: Thursday, September 23, 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, Sean Hancock, Jessica Kawelmacher, Jaclyn Kessler, Corey Marvin, Jaime McClure, Yvonne Mills, Heather Ostash

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 from the previous meeting were completed. Corey shared the purpose of the end of year assessment and results are compiled and feed up into the college report card.
4. **Updates**
    - Integrated Planning
        o *Cerro Coso is rolling out version three of the integrated planning document. Adaptations and streamlining was an attempt to give OAC all the necessary information.*
        o *Axiom budget software is set to roll out this year. Training sessions are scheduled to begin next week. Information went out to faculty chairs and managers to sign up for training sessions. A training manual will be posted online as well as a recording of a training.*
        o *The Budget Rubric document will be uploaded to the planning website. The rubric breaks down the elements, planning, data, supporting facts, relevance, and operational efficiency. The budget development committee worked through the rubric this spring and provided examples of requests ranked with high and low scores. Lacey will send out the Budget Rubric via email. Implementing a budget process that evaluates the ranking of expenditures was an Institutional Improvement recommendation from accreditation. The college has been working on the rubric and is now ready to implement the process. This has been piloted the last couple of years to guide the process of budget development. When budget requests exceed available dollars – a form proves beneficial to address what gets funded and what does not in an objective manner.*
        o *AUP Planning App Location – it may be possible to utilize a canvas shell for AUPs. The ability to have the AUP document off the network is good news to those that are working off campus. Corey requested input from the group before moving forward with a canvas. It cannot be done both in canvas AND the website server. Lisa Couch training should be provided for*

managers new to canvas. Canvas is user friendly and boasts improved accessibility. Support was vocalized from several attendees. Corey will work with Rebecca Pang to create faculty profiles for all submitters (AUPs, Section Plans and division plans).

- Outcomes Assessment
  - *eLumen has become unstable and unreliable, documents are disappearing on a regular basis. Customer service is abysmal. CIC has decided to leave eLumen entirely. CIC will vote to do away with eLumen at the next meeting on the October 1, 2021. The topic will also be brought to the October academic senate meeting as an informational item. Cliff advises authors to download their curriculum before it gets lost. Cerro Coso will be moving to an in-house system. We have a district-wide contract with eLumen, and the colleges can decide which features of eLumen they utilize.*
  - *The state has a similar curriculum system and has been looking into using a third-party vendor to house curriculum and perform compliance. Corey provided rationale for moving back to a homegrown system. On the curriculum side workflows and templates will need to be developed. The eLumen contract is a year-to-year and we are not bound to a long-term contract.*
  - *Cerro Coso was assured the ability to connect eLumen assessments to Canvas. Assessments were fully adopted by Child Development as a pilot, which also turned out to be unreliable. eLumen failed to generate ILOs and GELOs. OAC will meet and map out the necessary logistics to move to an in-house management system. Dr. Hancock has experience with TracDat and it also was not a great program. He suggests waiting for senate to take action before moving forward. Corey is in support of cutting ties with eLumen. Accreditation looks to make sure we are moving forward. Corey will ensure every group that needs access to the database/information will have it (i.e., A&R).*
- Program Review
  - *Jaclyn feels positive about instructional program reviews. She is actively working with instructional PRs that are late. Training and workshop opportunities will be scheduled in the upcoming months. The biggest challenge is in receiving and incorporating outcomes.*
  - *Non-Instructional program review template drafts have been created and will be discussed at the next task-force meeting.*
  - *Communication between OAC and PRC - eLumen has proven to be a challenge and many updates are needed on the website. Corey reminded the group that PR is extremely important in terms of accreditation. IR is working on completing the PR documents for all those departments with PRs due this year. Ryan and John have been working diligently in getting*

the data in a user-friendly format. Authors can still pull their own data from Tableau.

5. Accreditation Midterm Report and Process

- *Corey shared ACCJC website and documents. Cerro Coso needs to reflect on institutional performance and recent recommendations. The budget rubric recommendation is in the implementation phase. Institution-set standards are listed on the website, and they follow a three-year cycle. Colleges are required to have these standards and we may add more at our discretion. Basic Skills was added in 2018 and now Cerro Coso has placed a focus on inmate education. The group that will look at the Institution-Set Standards will need to reassess and decide how to move forward as an institution. Corey would like to commit to data points that tell our story. A lot of work is being done by SSSP and CFITs align well with the college's goals. Improving student onboarding into programs and improving the students' ability to get through programs has been a current focus.*

- *Accreditation steering committee- the task force now has an opportunity to talk about the future of the Accreditation Steering Committee. If the group meets between accreditations visits, what should those meetings look like? Cerro Coso will prepare for this midterm report. The full instructional self-evaluation report for 2025 is a two-year process and involves many stakeholders. Heather suggests asking for volunteers to participate on an accreditation team. Dr. Hancock just received a communication requesting volunteers for accreditation visits. Most of the work is done by reviewing a document from a distance. Certain levels of managers and faculty are encouraged to participate in accreditation visits. Volunteers can go onto the website to submit a form. When vacancies become available, volunteers may be contacted to participate on a team. ACCJC would like to see an equal amount of faculty and managers be on accreditation teams. The Academic Senate decides how to involve their faculty in the process.*

6. Vision Resource Center

Corey and Andrew met with Shannon Krajewski and Carrie Davis on Monday for a VRC walk-through (formerly known as Corner Stone). BC is very interested in being involved. The VRC is a one-stop clearing house for professional development. An HR integration will be necessary to capture attendance data for flex reporting. There is some urgency in that the state is paying for the integration up until December 2021. Andrew shared a short intro video. Playlists can be created and shared with a group. Users can join and create communities. VRC is a place to find resources as well as upload Cerro Coso trainings and presentations. There are both live and pre-recorded professional development opportunities. Currently eight thousand learning modules can be found on the Vision Resource Center. The questionnaire can be used on the student services side of the house. Heather is in support of using VRC. Yvonne inquired about future costs to keep the license active. Maintaining faculty purview over professional development. Some faculty expressed concerns about the "Big Brother" concept and are curious about how minutes and activity are being tracked by the platform. Yvonne believes more clarity will go a long way when presenting to faculty. PD for faculty is a 10+1, if faculty would like to utilize VRC in place of Flex, that is up to faculty. Integration would happen as a district, not as an

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individual college. There is nothing preventing on-ground trainings. VRC will be a discussion item at the next Academic Senate meeting

7. **College-Wide Dialogue/Committee Surveys**
   Corey would like to open a dialogue about the way Cerro Coso shapes dialogue surrounding the three pillars. In preparation for the next meeting, Corey tasked himself, Jaclyn and Dawn with creating lists to see where this dialogue is happening in their areas.

8. **Review of Action Items**
   - *Corey to work with Rebecca Pang to ensure all plan proposers have Canvas access*
   - *Corey to ensure training is set up for new Canvas users*
   - *Lacey to send out budget request process rubric document via listserv*
   - *Corey and Andrew to research answers for faculty questions/concerns regarding VRC*
   - *Corey to compile list of dialogue surrounding Integrated Planning and bring to the next meeting*
   - *Jaclyn to compile list of dialogue surrounding Program Review and bring to the next meeting*
   - *Dawn to compile list of dialogue surrounding Outcomes Assessment and bring to the next meeting*

9. **Future Agenda Items**
10. **Future Meeting Dates:** November 18, 2021
11. **Adjournment**
    Meeting adjourned at 4:31 pm by Corey Marvin

Meeting Chair: Corey Marvin
Recorder: Lacey Navarro