



Minutes

Institutional Effectiveness Committee

Date: Thursday, February 24, 2022

Time: 3:00 pm – 4:30 pm

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

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

Absent: President Hancock

1. Call to Order

Meeting called to order at 3:05 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 completed

4. Program Review – Non-Instructional Template Review

The updated non-instructional PR template was reviewed. Jaclyn explained changes made and requests feedback from the committee. Heather also assisted in explaining the logic behind the changes, flow of the template and page length. The team removed a lot of redundant language. Broad general questions were revised to identify specifics of unit function and operations. The template features administration outcomes first.

Questions were raised regarding the need for a third template, as there are two types of non-instructional programs: Student services and operations/logistics. The PR committee will discuss what exactly constitutes completion. Jaclyn considers the template complete as long as big ideas are fleshed out. Author training materials should emphasize the need for short and streamlined responses. Documents submitted should not be longer than thirty pages.

Jaclyn would like to create a handbook to formalize the Program Review process to hand down to future Program Review chairs. Corey is in favor of the idea of a PR handbook and suggests Cerro Coso also create an Integrated Planning handbook.

Heather applauded the work Jaclyn has done with Program Review. Jaclyn has invested a tremendous amount of time and effort in creating a supportive process. All committee members agreed with wild acclamation.

5. Dialogue for Institutional Effectiveness – Integrated Planning

Discussion tabled until the next meeting on March 24, 2022.

6. Midterm Report Feedback – Institution-Set Standards

The Institution-Set Standards are displayed on the website and are required by ACCJC. The examination pass rates and job placement rates are required every year in the annual report. Colleges are encouraged to include additional standards specific to the institution's goals and metrics. Corey requested Nicole work with CTE programs to



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determine if revisions to standards and stretch goals are necessary. The CTE team is actively working on this. Hopefully the Strategic Plan Task Force can meet soon to review the Institution-Set Standards. Corey recommends the task force eliminate basic skills in the achievement rate table. A concern was raised about increasing achievement rates too high and then not being able to meet them. Corey emphasized the importance of integrity in communication to the public. It is not honorable to place targets too low ensuring they are met. If goals increase and then scores go down, then that is cause for concern and the cause will be investigated. Historical information regarding job placement data was shared. The Midterm report excerpt was approved as presented. Corey will make minor revisions and send out.

7. PGMH Assessment

The Participatory Governance Model Task Force tasked each committee with reviewing information published in the handbook. The PGMH Task Force will be working throughout the semester. Corey believes the Institutional Effectiveness Committee fulfills the charge well. The IEC is continuously looking to improve the processes and documents the college has in place. The group reviewed all sections of the document and shared their thoughts. The majority agreed that the document does not require changes. The group will finalize the document at the next meeting on March 24, 2022.

- Suggested changes to the PGMH document:
 - Add mention of “budget” and/or budget planning process
 - Remove Instruction/Student Services requirement from Classified

8. Review of Action Items

- *Corey to send out the final version of the Institution-Set Standards excerpt of the midterm report*

9. Future Agenda Items

Finalize Charge, Composition and Evaluation and Assessment

10. Future Meeting Dates:

September 23, 2021	February 24, 2022
November 18, 2021	March 24, 2022
January 27, 2022	April 28, 2022

11. Adjournment

Meeting adjourned at 3:58 pm by Corey Marvin

Meeting Chair: Corey Marvin

Recorder: Lacey Navarro