



# Minutes

Institutional Effectiveness Committee

Date: Thursday, March 23, 2023

Time: 3:00 pm – 4:30 pm

Location: MB 318 or Zoom <https://kccd-edu.zoom.us/j/88951435005>

Attendees: Jaclyn Kessler, Cliff Davis, Sean Hancock, Yvonne Mills, Andrew Burch, Corey Marvin, Heather Ostash, Lisa Fuller, Chad Houck, Jessica Kawelmacher, Alyssa Bloomberg

1. **Call to Order-** *Corey called meeting to order at 3:07 PM*
2. **Changes/Additions to the Agenda-** *AUPs and section plans.*
3. **Approval of Minutes and Action Items-** *December minutes approved.*
4. **Accreditation: Pivot to new standards-** *The accreditation team was established on the previous model. We're still on track to have things drafted by the end of fall semester. The fall will be a semester of writing to be brought to committees in January for feedback before the end of spring semester. Teams were attached to sub standards. There is a crosswalk that has been developed from old to new standards. Corey asked if the committee wants to create smaller teams or have the same number with smaller portions to write. Heather stated it should be more focused and get to the core concepts and evidence. Faculty recommends using the same number of people for editing purposes. Corey stated it is better to have more voices involved than fewer and will get the crosswalk and send it out the committee to establish assignments. The work will be sent out before summer, it can be worked on through the Fall, and the deadline will be the end of Fall semester. An early semester task for the committee is the location of college level documents to support the checking for gaps. Review of all the handbooks available for support. Corey to find out how long BC and PC plan for documents to be. ACCJC says 70 pages.*
5. **New program review process (Fuller) –** *Lisa Fuller program review chair, found some programs missing from the program review lists. Lisa has been outlining and creating the schedule and shared with the committee her program review timeline and process. The committee received copies of both via email. The timeline and process as well as program gaps and overlaps were discussed by the committee.*
6. **Axiom-** *We are done with Axiom.*
7. **Changes to division plan template-** *not discussed due to time constraints.*
8. **Updates:**
  - **Targets and Tactics-** *not discussed due to time constraints.*
  - **Baccalaureate degree –** *ACCJC to submit our baccalaureate application our mission must include baccalaureate degree. We need a clear statement, as*



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*well as provide intention or some language that would indicate the intent. Yvonne shared that the most recent revision came through Participatory Governance task force. The mission statement was talked about at senate and council and needs to make the rounds again.*

- 9. Review of Action Items:** *Corey to send out crosswalk to committee. Yvonne will receive rationale for mission statement with revised language to bring to Council and academic senate.*
10. Future Agenda Items- Documents for AUPs, program review, section, and division plans.
11. Future Meeting Dates: April 27<sup>th</sup>, May 10<sup>th</sup>
12. Adjournment

Meeting Chair: Corey Marvin

Recorder: Kelly Potten