



Minutes- Approved

Institutional Effectiveness Committee

Date: Thursday, August 24, 2023

Time: 3:00 pm – 4:30 pm

Location: MB 318 or <https://kccd-edu.zoom.us/j/3271610513>

Attendance: Corey Marvin, Dawn Ward, Yvonne Mills, Cliff Davis, Chad Houck, Jessica Kawelmacher, Lisa Fuller, Jamie McClure, Heather Ostash, Jaclyn Kessler, Sean Hancock

1. **Call to Order:** *Meeting called to order at 3:08*
2. **Changes/Additions to the Agenda-** none
3. **Approval of Minutes and Action Items-** *change needed on item 6 on minutes. "new programs need to be presented to Academic Senate" Can't say they are required. No other changes noted.*
4. **Accreditation Update-** *Corey shared the official template has been received – the template was reviewed with all those in attendance and will be available in SharePoint. Each section has a suggested maximum page length. Corey will send the template out to leads, who can then communicate with their teams and begin drafting. The goal is to be done by December 8 with a completed draft. Corey and Heather will be sharing standard 1, instruction 2. Heather student services standard 2 and splitting the last part of standard 2. The IEC committee agreed that the accreditation committee does not need to meet to review the document. Corey will message the steering committee Monday to kick things off, and they will meet every couple weeks.*
5. **Plan updates-** *Strategic plan will be reviewed at the September meeting, Jaclyn has done fabulous work. The document will capture annual measures, yearly goals, and how we are doing with our strategic plan. IEC will review the results yearly.*

Targets and Tactics – Sean shared out FTES targets and clarified the 22-23 column is showing actuals not a goal. If we drop, we revisit the tactic piece. ISEP reduction due to prison closures, 23-24 will show real effect of prison closures. Special Admit (Dual Enrollment) is going very well, we expect a large increase. Fraud is being closely watched and plans on how to combat the issue are being had at the district level. The plan will be submitted to the Board at the 2024 January retreat. It will also be posted to the SharePoint drive.

The educational masterplan is completed and will be presented to the Board in September.



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The Facilities masterplan is the next piece. Meeting with Gray Associates for draft, which will then be taken to College Council. Student Housing and the Tehachapi site are the main discussion points.

6. **Institutional Integrated Planning Handbook** - *This document does not currently exist, but it needs to. Corey will be putting together a small group to come together to draft this document. Lisa Fuller and Jaclyn Kessler volunteered.*

7. **Annual Planning – Adding/Removing/Moving** – *The committee discussed in length any changes needing made, referring to, adding, removing, or moving of departments related to the annual planning process. Results of that discussion are:*

Dual Enrollment – Section plan.

Counseling – Conversation with Christine needed

Equity – Section Plan

IT – Section Plan

IR – Conversation with Jaclyn needed

M&O – Section plan

Outreach – Section Plan

PIO- Section Plan

Jaclyn reported that Tableau licenses have been purchased at the district level, and we as a college have/will receive a fixed number of licenses. IR will be pulling AUP data for departments, a template has been created for departments to fill out and submit. Non-instructional managers should have access to data, IR can gather if managers so choose.

Chad reported Axiom will not be used this year, the budget portion of the AUP will go back to previous practices. He is on the Academic Senate agenda for the September meeting to discuss budgets related to the AUP with faculty.

8. **College Report Card**

Corey is meeting with Lisa and Dawn to talk about the report card. They will bring the results to a future meeting.

Cliff inquired about the possibility of dual enrollment adjuncts being added back into the evaluation process. Corey relayed the two options being discussed. 1. Treat as adjuncts, if



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*partner high school has concerns about this, then the course would be a no go. 2. Evaluate the class not the instructor. Option 2 is the currently favored option, with a goal of rolling this evaluation process out in spring 2024. We are responsible for dual enrollment in the accreditation process. Corey will work on forming a group to craft a solution to ensure learning. **Follow up with Yvonne.***

9. Review of Action Items – no past action items. Action items from today’s meeting:

*Heather follow up with Christine on counseling unit/section plan
Corey follow up with Jaclyn unit/section plan
Corey follow up with Yvonne dual enrollment evaluation process.*

10. Future Agenda Items- none

11. Future Meeting Dates – September is the next meeting.

12. Adjournment: meeting adjourned at 4:50

Meeting Chair: Corey Marvin

Recorder: Denise Allen