



# Minutes

Institutional Effectiveness Committee

Date: Thursday, March 25, 2021

Time: 3:00 pm – 4:30 pm

Location: <https://cccconfer.zoom.us/j/94556596246?pwd=aTRZWlVlT3Q3bW1mMmZSUklpb1ZEUT09>

Attendees: Ben Beshwate, Scott Cameron, Lisa Couch, Cliff Davis, Sean Hancock, Jessica Kawelmacher, Jaclyn Kessler, Ryan Khamkongsay, Corey Marvin, Jaime McClure, Heather Ostash, Sharlene Paxton, Dawn Ward

**1. Call to Order**

*Meeting called to order at 3:02 pm by Corey Marvin*

**2. Changes/Additions to the Agenda**

*Area Administrator Statement added to the Program Review section of the agenda*

**3. Approval of Minutes and Action Items**

*The two action items from February 25 were completed and are agenda items for today's meeting.*

**4. Program Review**

- **Template Follow Up**

*Jaclyn shared the newest template with revised prompts. Jaclyn's purpose at IEC today is to get feedback in effort to streamline the process. Outcomes Assessment Committee is currently reviewing the document should have feedback in the next few weeks. Rephrasing and reorganizing allowed for the removal of duplicated questions. Jaclyn hopes to refine and restructure further to have the most efficient document possible. Workshops will provide authors background knowledge of how they can write their analysis and further technical support to complete the document. The intent is for all data to be accessible to authors before starting on their PR. IR will be available to answer questions if faculty do not understand the data. In effort to reduce rewrites, the PR will go through a compliance meeting first before being submitted to the committee. Ben shared overwhelming positive support was received when the updated template was shared at Academic Senate. Cliff also shared his appreciation for all the hard work being done. Corey is in favor of offering flex credit for faculty attending PR workshops. Ben concurs that PR workshops could be considered professional development. There is interest in having workshops this semester. Jaclyn would like to use this first round of workshops as an opportunity to "guinea-pig-it" to see how effective the workshops are. Corey suggested the PRC provide guiding examples of themes. The next step is to collect feedback from OAC to provide a complete template for approval for trial use.*

- **Area Administrator Statement**

*After talking through the process, it seemed unnecessary with many meetings and workshops becoming available. The PRC would still like admin involved to ensure that PRs are progressing by facilitating regular check-ins and supporting authors*



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*with resource needs. This topic will be on the next Academic Senate agenda. Corey The concept of the Program Review author is not clear. Implementing and participating in the PR process is a contractual role played by the chair. In some instances, the chair is not the expert in the program. Corey inquired if the PRC has had any conversations about 10+1, PR processes - about formalizing that to a certain extent. Jaclyn shares there has been discussion, but nothing finalized. Having a process in writing to identify the appropriate author would be helpful. PR only mentioned once in the contract - Article 5.2.D. "It is a duty of the chair to implement and participate in the program review process". Ben inquires if chairs have a right to delegate to a different author. There is amiss with Cerro Coso – the chair is being compensated for the work. Cerro Coso does not have a system in place to compensate the faculty that are actually doing the work. The union has discussed concept of separating PR as a piece from the faculty chair assignment to avoid complication. Corey would like to see the person doing the work to be compensated for the work being completed. Dawn offered to add the topic to the union meeting for April 12 to see what they suggest. Discussion took place surrounding authors receiving a stipend. The topic was a management interest in the last negotiation cycle and was not a faculty interest. Due to COVID, the topic was tabled.*

## **5. Integrated Planning**

- Draft of New Template

*Corey reviewed the draft AUP template after implementing suggested revisions. Outcomes Assessment Committee had a lot of input on the outcomes assessment section. They would like to see a three-step process. Corey explained each change and the rationale behind it. Ben and Sean will review the hiring justification questions and provide feedback. The group agreed to move forward with the revisions on the template presented.*

## **6. Archiving/Deleting Old Governance Materials**

*Ben suggested materials be kept on the website at least back to the last accreditation cycle. It is not just a question for IEC, but all governance groups; this may be a topic for College Council. The question surfaced while updating IEC minutes and agendas on the website. Sean likes using the accreditation cycle as a timeline for information to stay on the front-facing website and archive older material in the G:Drive. Corey will bring this as an informational item to College Council. Folders will look different in the future due to our district moving over to Microsoft Teams. 107*

## **7. Data Governance**

*Ryan pulled information from other colleges to create a document for Cerro Coso. Data governance is a data oversight concept concerning the capability that enables an organization to ensure that high data quality exists. Inconsistency is present with ODS and that is why a new data warehouse is being created. Centralized efforts with district IT and other colleges. Moving forward with data governance, Cerro Coso will have to build a stronger line of communication with district IR and IT as parts of the charge rely heavily*



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*on district IR. The district and campuses are doing a lot of checks and balances to ensure data consistency. Developing the data governance document is a product of the IEPI plan. Corey believes defining usability and availability would serve the college well in the end in terms of a common understanding. The recommendation is to keep Data Governance with IEC. Ryan will continue developing data governance documents and an action plan in the upcoming months. This topic will be on a fall agenda.*

## **8. Mid-term Report**

*The mid-term report was instituted four or five years ago and it fell by the wayside. A discussion needs to take place to decide to continue with the mid-term report or remove it. Item tabled for a future agenda.*

## **9. Revisions of Units/Sections**

*Before moving on to next year's planning cycle, prison program planning needs to be discussed. ISEP is currently in the East Kern section plan. The ISEP Committee recommends ISEP come out of the EK Plan and have its own standalone plan. Corey solicited feedback from the group. Ben, Dawn, Jaclyn are in favor of ISEP having a separate plan. It is not immediately clear if this should be a unit plan or a section plan. Corey opened up the conversation for feedback. ISEP requested a separate plan, but ISEP looks to IEC for a decision/recommendation whether it be a section plan or a unit plan. The program manager would be responsible to write the plan. Heather feels it would be challenging to write the plan in parallel of all the other unit plans. It would make sense to come after unit plans have been developed and pulled up into a section plan. Ben and Cliff agree with Heather that ISEP should have a section plan. Ben suggests taking the recommendation back to ISEP to see if they approve before moving forward. The topic will be on the next ISEP agenda for a follow up discussion. The recommendation back to ISEP is as a unit plan.*

## **10. Review of Action Items**

- *Dawn to take PR Author Stipend topic to the next union meeting*

## **11. Future Agenda Items**

- *ISEP Unit Plan Recommendation*
- *May 13<sup>th</sup> will be devoted largely to discussing the committee's three annual self-assessment reports. Dawn (OA), Jaclyn (PR) and Corey (IP) will complete their self-assessments by May 1<sup>st</sup>. Corey will send out to the group for review and discussion on May 13.*

**12. Future Meeting Dates:** Thursday, May 13, 2021 at 3:00 pm

## **13. Adjournment**

*Meeting adjourned at 4:28 pm by Corey Marvin*

Meeting Chair: Corey Marvin

Recorder: Lacey Navarro