Institutional Effectiveness Committee
September 30, 2013
MB 212
1:00

<u>Present:</u> Corey Marvin, Jill Board, Laura Vasquez, Vivian Baker, Gale Lebsock, Bill Locke, Heather Ostash, Michael Carley, and Tammy Kinnan.

<u>Absent:</u> John Mercer

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. **Call to order**	C. Marvin	1:04 p.m.		
2. **Approval of** Minutes & Action Items From August 19, 2013	C. Marvin	Action items: From August 19, 2013 ***No Action Items*** Minutes from August 19, 2013 – approved as submitted		X
3. **Approval of Agenda**	C. Marvin	Approved as submitted		X
4. **Thunion**	C. Marvin	Cerro Coso has a whole series of indicators that are missing actionable objectives. We are either to specific or too broad. The Richland Report seems to be more precise, clear, and a way to make it meaningful. The Thunion report is to help determine where we are any one point in the year, and if we are improving or not. We can begin dialogue, and use IEC as the test case. We have a collection of data which is not widely reported out. We have a start with the AUP's, Section Plans, and Division Plans, but not everyone will read all of those plans. The goal will not change, but the data points will. There is a systematic way to address each area. Moving forward with current strategic plan and work with the data points that line up with what is important and what gets directly at the plan. We are not changing our strategic plan, we are enhancing what we have. Start with something that is meaningful for our campus that will enhance our strategic plan. The usefulness of		X

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		the Thunion report is to help determine the importance of the data points which will enhance our strategic plan. How do we want to move forward with something like this? President Board recommended a boarder committee discussion – sub committees derived from College Council. IEC should begin the process and provide a starting point for the process by identifying data points that will be vetted through College Council. The goal will not change, but the objective may need to be adjusted and we track that information as we go through the process. Corey likes Bills idea of tossing out a wide net and getting ideas back from all on what types of data points we should consider. The document will go to President's Cabinet as a new template with our data for discussion about data points. This format is not just for the strategic plan, but it can help with other planning areas. Will take goals and objectives and the data point we currently have and then determine what additional data points we will use. This will be presented at the next meeting. There is no specific timeline for this. Having the dialogue is key. Over the summer management and IR will work together to populate the report. Tagging could be included to indicate where the data feeds from/into. As an example – the College In Review Document, Professional Development, Student Services Report Card, etc. All of us separately will brainstorm; use the strategic plan and we will pull all of it together at the October 21st meeting. President Board will bring back the administrative feedback that she receives. ***Action Item – Provide a first draft of our version of the Thunion report to the IEC group. Responsible person – Corey Marvin. Completion Date – October 21, 2013.***		
5. **Department Pages**	C. Marvin	We have been asking departments to track their goals; where will that be seen, posted, and tracked? The page would include goals and the action taken to accomplish the goals by department. This is a way of holding groups accountable, and all of this information in one place. The page could serve as their working page to include		X

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		budget, goals, actions, etc. This is currently a weakness of our institution ***Action Item – Provide a copy of Mira Costa recommendation on department pages for the group to review. Share the Mira Costa website location for this. Responsible person – Corey Marvin. Completion Date – October 21, 2013.***		
6. **5-Year Program Review Cycle**	C. Marvin	Currently we are in a 6-year cycle which creates a great deal of work during some years. The accreditation team was concerned that we are in a 6-year cycle and we should consider moving to a 5-year cycle. President Board believes that the change would be a good baby step and with the states' frequent changes we will be ahead of the game. The recommendation of IEC is to reduce the Program Review Cycle from 6 years to 5 years. ***Action Item – Report to Faculty Chairs and College Council on the recommendation of IEC is to reduce the Program Review Cycle from 6 years to 5 years. Responsible person – Corey Marvin. Completion Date – Faculty Chair - October 14, 2013 and College Council - October 17, 2013.*** ***Action Item – Report to Faculty Senate on the recommendation of IEC is to reduce the Program Review Cycle from 6 years to 5 years. Responsible person – Laura Vasquez. Completion Date – October 17, 2013.***		X
7. **Institutional Learning Outcomes**	C. Marvin	ILO's – Currently we have ILO's, but how useful are they to the institution? When the accreditation team was here there was a discussion about which institutions have ILO's and which do not. PLO's are required, but ILO's are not. In the most recent ACCJC report completed we were asked about ILO's for our institution. Are we going to do them and if so what will they look like? If it is completers then you can build into every program, not necessarily every class. Through ATD there might be a common theme/thread that emerges which can and may only be addressed and assessed as an ILO. ***Action Item – Provide a copy of the ILO's and current assessment for the IEC group.***		

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		The planning document (Suzie's Report). Responsible person – Tammy Kinnan. Completion Date – Thursday, October 3, 2013.		

8. **Goals**
  a. Develop a comprehensive and integrated means for evaluating planning processes for effectiveness.
  b. Determine the proper role of institutional learning outcomes in the College's planning and self-assessment processes and establish a plan for moving forward.
	C. Marvin	There was a brief update of where we are in the planning process and where we have moved forward in developing a comprehensive and integrated means of evaluating the planning process for effectiveness as well as developing the proper role of ILO's in the college planning and assessment process. We have taken steps in the right direction with the self-assessment of College Council and working integrating all planning documents.		

9. **Review of Action Items**	C. Marvin	*Action Item – Provide a first draft of our version of the Thunion report to the IEC group. (4) Responsible person – Corey Marvin. Completion Date – October 21, 2013.* *Action Item – Provide a copy of Mira Costa recommendation on department pages for the group to review. Share the Mira Costa website location for this. (5) Responsible person – Corey Marvin. Completion Date – October 21, 2013.* *Action Item – Report to Faculty Chairs and College Council on the recommendation of IEC is to reduce the Program Review Cycle from 6 years to 5 years. (6) Responsible person – Corey Marvin. Completion Date – Faculty Chair - October 14, 2013 and College Council - October 17, 2013.* *Action Item – Report to Faculty Senate on the recommendation of IEC is to reduce the Program Review Cycle from 6 years to 5 years. (6) Responsible person – Laura Vasquez. Completion Date – October 17, 2013.* *Action Item – Provide a copy of the ILO's and current assessment for the IEC group. (7) Responsible person – Tammy Kinnan. Completion Date – Thursday, October 3, 2013.*		
10. **Future Agenda Items**		None		

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11. **Future Meeting Dates** ~~August 19, 2013~~ ~~September 30, 2013~~ October 21, 2013 November 18, 2013 January 13, 2014 February 3, 2014 March 17, 2014 April 21, 2014 May 12, 2014				
12. **Adjourn**		3:05 p.m.		

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed