



Institutional Effectiveness Committee  
 December 1, 2014  
 MB 212  
 1:00

Present: Corey Marvin, Heather Ostash, Laura Vasquez, Vivian Baker, Gale Lebsock, Sarah King, Jill Board, and Tammy Kinnan.

Absent: Michael Carley and Suzie Ama

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. <b>Call to order</b>	C. Marvin	1:06 p.m.		
2. <b>Approval of Minutes &amp; Action Items From: September 12, 2014</b>	C. Marvin	Action items: From: September 12, 2014  Minutes from: September 12, 2014 approved as submitted		X
3. <b>Approval of Agenda</b>	C. Marvin			X
4. <b>SLO's</b>	V. Baker	Currently as of October 1 <sup>st</sup> at 75% completed. AJ program review is due in one year and they program is scrambling to complete their SLO assessments. Allied Health has 32 courses that have not been assessed and need to be. If identifying gaps what gaps are they identifying? We have dropped in our percentage slightly, and there are some classes that have been assessed and cannot be located in CurricUNET. SLO are assessed in the first three years and PLO's in the fourth year and the program review is completed in the fifth year. SLO committee is continuing to review the assessments and kicking back incomplete documents.  We are supposed to be making our way toward 85% and we are currently at 72.67%. We need to work toward 95%, and the faculty chairs asked about new courses. The new denominator, according to ACCJC, will include anything that is in our catalog. We need to do some clean up. We need to assess the classes we are offering and continue to purge the classes we no longer offer. We have some departments that just don't get their stuff done, and we have some faculty that teach specific classes but		X

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		<p>don't complete the assessments.  Somewhere along the line there needs to be a higher level of accountability with the faculty that teach specific courses and do not complete the assessments. We need to also consider the courses that are not a part of the core curriculum.  We have one more round of assessment that can be completed prior to the report due date. We are making progress and the quality of the assessments is also improving. The buy-in is getting stronger across the board with both full- and part-time faculty.</p>		
5. Program Review	C. Marvin	<p>PR committee is in its first year and the rubric has been revised, it now includes ready to go, minor improvements recommended, and major improvements recommended. We are behind in some of our program reviews but we are making progress. The Liberal Arts and Sciences program review has been kicked back for the second time. The Liberal Arts program review is difficult because no one person wants to take this on.</p>		X
6. Planning	C. Marvin	<p>Unit plans were completed on time, because the very next day the chairs were scheduled to present at College Council. This worked out really well. There are a few that still need to present to College Council, an email will be sent out to the appropriate individuals with a date and time for their presentation to College Council. Section plans are complete, but we have not come up with a good way to present these. Corey will send out an email announcing the section plans are available for review on the web.  Division Plans will be presented at Flex Day in January 2015.  This is the first time this year we did the web input and received a variety of feedback. One of the biggest issues was the fact that you had to be on campus to work on it. Most people took the old form and worked on it, and then did a cut and paste into the new document.</p>		X
7. Strategic Goals		<p>They will look familiar due to the Thoyote. We will have five goals: student success, equity, access, community connections, and organizational effectiveness. These are a district as a whole strategic goals and objectives. Each college will provide specific strategies for moving the needle on the goals. Each college will determine which goals best fit the college and will determine the specific strategies they will use for each goals. We need to set our own target.  Goals  Objectives  Strategies – each college makes these up  Common set of measures used by all thee colleges  Strategic goals 1, 2, and 3 are student focused. Strategic goals 3 and 4 are community</p>		

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		<p>focused. The chancellor will have individual conversations with the college presidents regarding the target for each college. It is not one target number across the board, the colleges are different.</p> <p>The college's strategic goals will look similar to the district strategic goals.</p> <p><b><i>ACTION ITEM: College strategic goals conversation to begin during College Council on Thursday. Responsible Party – Jill Board and Laura Vasquez Completion Date: December 4, 2014</i></b></p> <p>The district strategic goals and objectives will be submitted to the board once each college has submitted their specific strategies for each goal.</p> <p>The reserve amount set by the board of trustees is 15% and our college reserve is set at 3% due to the age of our facility. The board recommendation is a minimum.</p> <p>Institution Set Standards – are we doing these at the same time? Should we dove tail? Yes, they should be measures in the goals and objectives. Includes them with asterisks so they are marked as Institution Set Standards.</p> <p>ILO's – we need to revisit the whole concept of ILO's and we need to do them. If we are mapping ILO's where do they map to? What do we want students attending CC to get from the experience of attending Cerro Coso? We pick 4 or 5 big things and then map back to that. What group is responsible? If they are listed in accreditation why not the accreditation committee?</p> <p>ILO Task force will be comprised of College Council volunteers.</p> <p><b><i>ACTION ITEM: College Council will assemble the ILO Task Force. Responsible Party – Jill Board and Laura Vasquez Completion Date: December 4, 2014</i></b></p> <p>AA-T degrees – we started with 7 transfer degrees and we did 6 of the 7, and our denominator turned out to be 10 an we are currently sitting at 8 (ANTH is not complete yet), the transfer degree we are short on is in computer science and this is due to the large number of units. The state assumes 4 units for calculus and physics and we are 2 over. Conversations are taking place in both science and math to reduce the number of units. Push back from faculty, and they are worried about reducing the</p>		

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		rigor and units. Turns out we can get physics under the wire if we use IGETC only. Chemistry is not one that we can get under the wire. The students lose the extra unit when they transfer to the UC system. UC Berkley offers these course at the 4 unit level. There has not been a single school that has lost their articulation due to a reduction of unit value. In the next few years there will be a state clearing house for online education and if there are several schools that offer the same classes for 4 units and we offer it for 5 units we will be disadvantaged. The additional unit will also mean we will not be able to offer our Chemistry degree if we continue to keep the 5 unit value on Chemistry, calculus, biology, and physics. The conversations will continue to move forward and hopefully everyone will remember that we have the student focus in mind. It was recommended that we consider a FIG on this topic. Many colleges have moved to a justification process through CIC for increased units.		
8. Review of Action Items	C. Marvin	<b><i>ACTION ITEM: College Council will assemble the ILO Task Force. Responsible Party – Jill Board and Laura Vasquez Completion Date: December 4, 2014</i></b>  <b><i>ACTION ITEM: College strategic goals conversation to begin during College Council on Thursday. Responsible Party – Jill Board and Laura Vasquez Completion Date: December 4, 2014</i></b>		X
9. Future Agenda Items				X
10. Future Meeting Dates September 15, 2014 October 6, 2014 - Cancelled October 20, 2014 - Cancelled November 3, 2014 - Cancelled November 17, 2014 - Cancelled December 1, 2014				
11. Adjourn	C. Marvin	2:57 p.m.		X

Facilitator: Corey Marvin

Recorder: Tammy Kinnan

**O** Open/**C** Closed