



Institutional Effectiveness Committee
 March 13, 2017
 EW207
 1:00 p.m. – 3:00 p.m.

Present: Corey Marvin, Heather Ostash, Jill Board, Julie Cornett, Jaime Broussard, Stephanie Brantley, Suzie Ama, Ben Beshwate, Vivian Baker, Ron Head, John Nixon

Absent: Jan Moline, Gale Lebsock, Michael Carley

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	Corey Marvin	1:01 p.m.		X
2. Approval of Minutes & Action Items From:	Corey Marvin	From: Action items: No minutes Approval – N/A		X
3. Approval of Agenda	Corey Marvin	No Agenda.		X
4. Introductions	Corey Marvin	Stephanie Brantley - New Administrative Assistant to Vice President of Instruction, Office of Instruction Jaime Broussard - Filling in as the CTE Executive Secretary in the interim capacity. Ron Head - ATD Data Coach John Nixon - Leadership Coach for ATD		X
5. Professional Development	Corey Marvin Heather Ostash Jill Board	History: Last meeting October 2016. There has been some concerns about the viability of the Professional Development Committee. Concerns presented by President Board : By not having a Professional Development Committee we have excluded our Classified Staff who are diligently working to come back together in a formation of CSEA and Classified Senate.	X	

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		<p>Concerns present by Suzie Ama: Is it a big enough task to create a Professional Development Coordinator</p> <p>Concerns/Recommendations presented by Julie Cornett: Feels like the committee should be comprised of both faculty and classified staff. Need ways to support each other professionally</p> <p>What does robust, strong professional development look like when it's working at an institution?</p> <p>John Nixon: <i>"San Antonio College a large institution, the coordinator is a classified staff member who works with a cross-pollinated committee that is working together with institutional initiatives in mind."</i></p> <p><i>"Activities that are executed and delivered must relate back to where the institution is going. The need for a well-organized communicated is greater than ever vs the one off groups who are doing things and doing things well."</i> – John Nixon</p> <p>Brainstorm:</p> <ol style="list-style-type: none"> 1. Investigate the possibility of the Professional Development committee can dissipate and other groups can take it on. 2. Pull together a task force and investigate the best practices that will make us as effective as possible. 3. Investigate the possibility of a team to go and visit College of the Canyons or SAC or a small college that does it well that we can visit 4. Streamline communication 5. Revive the current committee, possible new members- define membership 6. Define the role of the committee 7. Define a budget/ define a process to get funding 8. Define a focus area 9. Close the gap! How do we share what was learned while at a conference? Report? SharePoint database? Online forum, Lunch and Learn? Presentation at Flex Possible roadshow: Admin Cabinet, Flex, Classified Senate, etc. 		

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		<p>10. Vision statement?</p> <p>Conclusion: Corey to meet with Professional Development Team, will see what comes out of that in terms of the idea supporting a task force, or the Professional Development committee actually conducting the task force.</p> <p>President Board to discuss budget for professional development committee vs building the budget in President Cabinet.</p>		
6. Accreditation Debrief	Heather Ostash	<p>Heather: The reason why I wanted Ron and John to meet with this group is to really go through the infrastructure that we are moving forward with, do we have resources and processes to engage in student achievement efforts?</p> <p>Big things, SLO, Program reviews having every unit defined by outcomes. The results are showing up all over the place and having these ways to make sure we are comprehensively assessing our progress. Not relying on individual assessments Student Learning outcomes can't be the only way that we are assessing the institution.</p> <p>Possible revisions to the AUP (Annual Unit Plan)</p> <p>Action Item: Student support redefined. Goal: A common language that everyone understands, guided focus inquiry group. Why administrators weren't KPI 15 to finish. Core indicators that we already have.</p> <p>The Outcomes were to be tracked every - Corey to go back and review the conversation with to confirm that outcomes are updated annually vs every 3 years.</p> <p>Do we have what we need to take the items that come out of these inquiry group and make them actionable?</p> <p>Define the foundation- how do all these committees and pieces come together</p>	X	

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		as a whole? Best practices: <ul style="list-style-type: none"> • Don't leave things up to interpretation • Articulate how improvements are made • Identify gaps and use those to show improvements for assessments 		
7. Updates & Reminders	Corey Marvin	Next Meeting: April 17, 2017 (2:00-4:00)		X
8. Action Items	Corey Marvin	Corey: <ul style="list-style-type: none"> • Set up meeting w/ Professional Development Committee President Board: <ul style="list-style-type: none"> • Add Professional Development Committee budget as a topic of discussion in President Cabinet Heather: <ul style="list-style-type: none"> • Student Support redefined 	X	
9. Future Agenda Items	Corey Marvin	None discussed		X
10. Adjourn	Corey Marvin	2:38 p.m.		X

Facilitator: Corey Marvin

Recorder: Stephanie Brantley

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