Institutional Effectiveness Committee
May 1, 2017
EW 210
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	1:03 p.m.		X
2. Approval of Minutes & Action Items From:	Corey Marvin	From: March 13, 2017 Action items: **Corey:** • Set up meeting w/ Professional Development Committee **President Board:** • Add Professional Development Committee budget as a topic of discussion in President Cabinet		X
3. Approval of Agenda	Corey Marvin	Approved.		X
4. Annual Unit Plan Template Revisions	Corey Marvin	The SLO Committee wanted to add: "What outcomes had gaps" "What have you assessed" • Add number of SLOs assessed then PLOs in the previous year • Individual courses in the previous year Vivian's example: We assessed CHDV 100, 102, and 251 and CHDV 251 had a gap in SLO #1 • Clarify instructions under: Outcomes Assessment Improvements		X

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		• Leave last sentence		
5. IEPI work plan – Process and Timeline	Corey Marvin	The IEPI folks were here 3/29/17. Presented the below "Menu of Options" A. Develop college infrastructure to integrate the college researcher B. Improve the knowledge and understanding of Cerro Coso's culture C. Developing and maintaining a culture of inquiry and ensuring that decisions are data informed. IEC will be charged with creating the work plan. Corey to sit down with Heather to start a plan, would like feedback and this wrapped up prior to you all going off contract.	X	
6. Annual Self-Assessment – Planning, Program Review, SLO	Corey Marvin	Rubric Statement #1: the institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning. Goal: A. Complete the educational master plan process and document by scheduling forums, generating feedback, finalizing the document, distribute as appropriate and posting to the web. B. Complete the first integrated planning document for student equity, student success and support program and basic skills- Due in November (Integrate the development of this document with unit and section planning) Rubric Statement #2: There is **dialogue** about institutional effectiveness that is ongoing, robust and pervasive; **data and analysis are widely distributed throughout the institution**. Goal: A. Create and run 2 more inquiry groups for the Student Success Factors, develop best practices for staff and faculty, implement the identified best practices across the college Rubric Statement #3: There is ongoing review and adaptation of evaluation and	X	

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		planning processes.
		
		Goal:
		
		  A. Carry out a thorough revision of the annual integration planning document, unit plans, section plans and division plans so that these documents are further streamlined and contain a clear system for prioritizing budget requests.
		
		Rubric Statement #4: There is consistent and continuous commitment to improving student learning; and educational effectiveness is a demonstrable priority in all planning structures and processes.
		
		  A. Major goals in this area have been planned for accomplished the last several years. No goals anticipated for 2017-2018
		
		Corey Action Item:
		
		  1. Ask Sylvia are PLO SEO friendly?
		  2. Possible PLO Results page?
		  3. IEC Page link to PLO		

7. Updates & Reminders	Corey Marvin	None discussed.		X

8. Action Items	Corey Marvin	Corey Action Item:
		
		  1. Ask Sylvia are PLO SEO friendly?
		  2. Possible PLO Results page?
		  3. IEC Page link to PLO
		
		 Suzi:
		
		  1. Add Administrator to Program Review
		  2. Checklist: Define purpose of document
		
		Vivian:
			X	

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		1. Capture when a program was last assessed in CIC minutes Jill: 1. Possible Lunch and Learn, what does a chair do? (Add on to Corey's New Chair Orientation)		
9. Future Agenda Items	Corey Marvin	None discussed		X
10. Adjourn	Corey Marvin	3:10 p.m.		X

Facilitator: <u>Corey Marvin</u>   Recorder: <u>Stephanie Brantley</u>   **O** Open/**C** Closed