



Institutional Effectiveness Committee
 September 11, 2017
 EW 207
 2:00 p.m. – 4:00 p.m.

Present: Corey Marvin, Heather Ostash, Stephanie Brantley, Ryan Khamkongsay, Suzie Ama, Ben Beshwate, Vivian Baker, Lisa Couch

Absent: Jill Board, Jan Moline

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	Corey Marvin	2:09 p.m.		X
2. Approval of Minutes & Action Items From:	Corey Marvin	From: 05/01/2017 Action items: Corey: 1. Ask Sylvia are PLO SEO friendly? 2. Possible PLO Results page? 3. IEC Page link to PLO Suzie: 1. Add Administrator to Program Review 2. Checklist: Define purpose of document Vivian: 1. Capture when a program was last assessed in CIC minutes Jill: Possible Lunch and Learn, what does a chair do? (Add on to Corey's New Chair Orientation)		X
3. Approval of Agenda	Corey Marvin	Approved.		X
4. 2017 - 2018 Goals	Corey Marvin	Annual Integrated Planning <ul style="list-style-type: none"> • Complete the educational master plan process and document by scheduling forums, generating feedback, finalizing the document, 		X

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		<p>distributing as appropriate and publicizing distribution, and posting to the website.</p> <ul style="list-style-type: none"> • Complete the first integrated planning document for the student equity, student success and support program, and basic skills. Since the timeline aligns, well (document due in November), integrate the development of this document with unit and section planning. • Create and run inquiry groups for two more of the Student Success Factors, develop best practices for staff and faculty, implement identified best practices at scale across the college. • Use the suggestions from the IEPI menu of options to develop a work plan for creating and college-level IR office, implement the plan paying careful attention to effectively onboard the new positions, establish research priorities through college-wide dialogue, acculturate the employees to Cerro Coso, provide opportunities for professional development as needed, and develop a communication plan for sharing data. • Share results of CCSSE, ICAT, and the financial wellness surveys across the college in fall 2017 • Carry out a thorough revision of the annual integrated planning documents—unit plans, section plans, and division plans—so that the documents are further streamlined and contain a clear system for prioritizing budget requests. <p>Program Review</p> <ul style="list-style-type: none"> • Send more reminders during the year to encourage earlier submission. • Fill vacant positions. • Adopt eLumen <p><i>Action Item: Add Visual and Performing Arts to 2019 Program Review List</i></p> <p>Outcomes Assessment</p> <ul style="list-style-type: none"> • Implement eLumen Learning Outcome management system. (go live fall 2017) <ul style="list-style-type: none"> ○ Specific assessment schedules will be implemented, 		

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		<p>providing clear “due dates” for when each course is to be assessed. This process will ensure learning outcomes are assessed in a regular cycle and consistency in units.</p> <ul style="list-style-type: none"> ○ A spreadsheet to track SLO assessments is needed because the current tool has deficits and does not allow for accurate or meaningful tracking and reporting. eLumen will allow for this level of tracking and reporting. ● Move SLO/PLO assessment towards the 95% mark. ● Specific strategies and support need to be developed for disaggregating outcomes for subpopulations of students important to its mission. Disaggregation occurs in Program Review, but not directly related to specific student learning outcomes. The college will be moving to eLumen, a management system that allows for disaggregation at the SLO level. <ul style="list-style-type: none"> ○ The SLO Committee suggests choosing one program or department to pilot disaggregation once data is robust enough in eLumen, such as English. ● SLO training resources and Department repository- <i>eLumen or individual departments having their own Canvas shell. Chad is making a big push to implement this on the Letter and Sciences side.</i> ● SLO Committee reviewed the survey results in Fall 2016 and is exploring ways to increase awareness and engagement. ● Address the question, how are assessment results communicated broadly? - <i>Ongoing goal. PLO Results that are currently on the department sites, a separate page for PLO similar to Program review page. Add to the Progress Report</i> ● Annual Learning Outcome updates to faculty. As soon as eLumen is implemented, each fall, a list of scheduled outcomes due, and those scheduled to be assessed will be provided to faculty chairs. (This goal hinges on Dept. Chairs submitted the 5 year plan) 		
5. eLumen Update	Vivian Baker	<ul style="list-style-type: none"> ● Sarah is the process of building workflow queues. <i>“I have not heard, last we left it, is that there was something probably broken within eLumen because at CIC there was problems checking it. I haven’t heard if it was</i> 	X	

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		<p><i>fixed or where we are at with it"</i></p> <ul style="list-style-type: none"> • New Courses added last year that did not get imported- Vivian requested information from Jaime- Vivian to follow up. Asked for a COCI file- worst case scenario we'll create a workflow • FYI: The state had Curricinet Inventory System and they created their own at the Curriculum Institute went to roll out, did a system update and that screwed everything up. This is no longer an automatic upload; this is a part of the streamlined curriculum. When the college is ready, when we have certified that the course meets all the standards, once it uploads, it will then receive a control number, and then we can start offering it. The rest of the course outline is simply attached. CB Code is the only thing that has to be uploaded. The only courses that are held up are non-standard courses. • First training of eLumen took place at CIC. eLumen has been implemented, they are working out a handful of bugs on the curriculum side and then it will be ready to go. Ideally, we wanted to be ready to go this semester, but we are running about a month behind. • Critical thinking, global citizenship, information confidence and communication- every instructional program that touches one of these 4 elements through a SLO at the course level are being mapped. Makes it easier to map the ILO back to the SLO • Jill has approved the idea of a "Champion for Gen ED" (re-assigned time) for Gen Ed/Liberal Arts degrees and take on the task of completing the Gen Ed Program Review with the Dean and coordinating/providing support the liberal arts areas. • <i>Action Item: Give IR back end reporting access</i> • <i>Action Item: Suzie succession planning</i> • <i>Action Item: Corey to follow up to insure ILO's were updated in catalog</i> 		
6. 2018 – 2021 Strategic Plan	Corey Marvin	<p>Strategic plan is coming up and Jill plans to call a task force to review the mission, vision, values, institutional set standards and strategic goals. It will be a group composed of people from various sites, CTE representatives, Letter and Science representatives and classified staff. This group will be responsible for looking for non-strategic goal. That group will be recommending the objectives under the strategic plan.</p> <p>I've already ran it by Jill, Heather and Lisa, but we're coming up on the end of our 3 year strategic plan period and to do a progress report out of where we are</p>		X

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		in our 5 strategic goals.		
7. The Return of the Thoyote!	Corey Marvin	<p>Thoyote Returns! “Thoyote got side tracked a couple years ago when we started doing our institutional strategic plan at the district level. Went to an innovations conference in 2012-2013 and attended a session hosted by Richland College and the purpose is to track a series of key measures every year. At the end of the year, they pull this report together to show the progress they have made. The group sat down and sets a target for each one of those measures for the next year and then they wrapped it all up by saying or not whether the measures were achieved” There is a district version in the “Common Measures Document”. Do we want to move forward with the concept?</p> <p>Heather: “This is very specific to us and will help us identify gaps where we do not have strategies going on to affect a particular outcome. We don’t have a comprehensive way to look at ourselves and I feel the Thoyote done right, could be that tool. It gives us a way to tell our story vs everyone telling our story for us.”</p> <p><i>Action Item: Corey, Heather and Ryan to get together and revise Thoyote and bring back to the group.</i></p>	X	
8. Updates & Reminders	Corey Marvin	Not discussed at this time.		
9. Adjourn	Corey Marvin	3:52 p.m.		X

Facilitator: Corey Marvin

Recorder: Stephanie Brantley

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