



INSTITUTIONAL EFFECTIVENESS COUNCIL

November 27, 2018

2:30 – 4:00 pm

Skyroom A-204



MEMBERS

Paul Murphy
*VP, Institutional Effectiveness/
Accreditation Liaison Officer
Co-Chair*

Dom Dal Bello
*Academic Senate/Faculty
Co-Chair*

Sandra Kramer
Faculty Association

Holly Nolan-Chavez
Management Association

Gordon Rivera
Supervisory/Confidentialial

Martin Faries
PT Faculty Association

Erica Biely
CSEA

Meagan Armijo
ASBG

Ex-Officio members

Kevin Walthers
Nohemy Ornelas
Bob Curry
Armando Cortez

Holly Costello
Note Taker

AGENDA

Current/Action Items

1. Review 11/13/18 meeting notes
2. Planning Retreat agenda draft (2/22/19)
3. Program review evaluation results – Law Enforcement

Information Items

Pending/Future Items

4. Review college plans
5. Administrative program review evaluation rubric
6. Program Review evaluations:
 - a. Anthropology – Dec. 11
 - b. Humanities
 - c. Photography
 - d. Registered Nursing
 - e. Sociology
 - f. Technical Theatre (2015-16)

Next meeting – December 11, 2018

Upcoming Fall 2018 meeting dates:

- December 11

Spring 2019 meeting dates:

- January 22?
- February 12
- February 26
- March 12
- March 26
- April 9
- April 23
- May 14

Mission Statement

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.

Institutional Effectiveness Council Notes		Date and Time	November 27, 2018 2:30 – 4:00 p.m.
		Meeting Place	Skyroom, A-204
Called to order:	2:33 pm	Co-Chairs:	Paul Murphy & Dom Dal Bello
		Note Taker:	Holly Costello
Council Members Present:	Dom Dal Bello, Sandra Kramer, Holly Nolan-Chavez, Gordon Rivera, Martin Faries, Erica Biely, Meagan Armijo		
Council Members Absent:	Paul Murphy		
Ex-officio Member Present:	Nohemy Ornelas		
Agenda No. 1	Review 11/13/18 notes		
Discussion:	Consensus on notes as corrected		
Agenda No. 2	Planning Retreat Agenda draft		
Discussion:	<p>Reviewed draft of agenda Integrated Plan now SEAP (Student Equity Achievement Plan); might be good to provide information on how all four things are related. In the intro give a brief overview of SEAP might be a good spot (NO). Save the date (Outlook mtg. invites) have gone out to all who serve on a council. Invitations will go out after the first of the year once the location is finalized.</p>		
Action:	Finalize agenda and location		
Deadline:		Responsibility:	Paul, Dom & Holly
Agenda No. 3	Program Review evaluation results – Law Enforcement		
Discussion:	<p>We had 8 people complete the evaluation. Erica went through the results of the program review evaluation results. There were many good comments to help improve the comp PR form/questions and process.</p> <p>Why weren't these issues (deficiencies, lack of analysis, lack of resource cost and justification, etc.) brought up during the validation process (HNC)? We've talked about having this rubric for the validation team so it can be addressed before the program review is finalized and signed off.</p> <p>Many don't know how to interpret and analyze the data. IE tries to explain at the training but many don't attend. All appendices should be cited within the narrative. The table of contents is vague as to where things are within the document. Q84-1 the question needs clarification for CTE programs; wasn't quite relative for LE program. Resource requests – our expectation is that justification for positions are needed, why current needs aren't being met with current staffing, cost for needs, etc.</p> <p>We need more instruction on how to get costs for resources needed. One idea is a survey with drop-down menu that leads to questions based on your responses to help with figuring out cost. Ex. Staffing → faculty → FT → cost is \$80K. Ex. I need computers → laptops → quantity → go to portal and pull appropriate quote from the IT page. A survey that leads to cost or where to find cost or who to talk to. Also maybe identify the level of priority of the resource being requested; asking upfront instead of during the allocation process.</p> <p>Is there PD on program review (GAR)? IE does training on the data and Rebecca Andres does training but more on course review. PR is a faculty driven so faculty need to conduct training.</p>		

The low score says we need to improve the form/question and the process not that the program itself is poor. They need more instructions, direction, and training on how to complete. Also training and instructions for the validation team; provide a rubric. Also training for the deans so they know what to look for and understand they can send back to faculty for missing information or clarification.

Future Agenda Items:

- Program Review evaluations – Anthropology (Dec. 11)
- Review college plans
- Administrative program review evaluation rubric

Adjourned: 3:40 pm

Next meeting: December 11, 2018



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Note Taker

AGENDA

Current/Action Items

1. Review 10/23/18 meeting notes
2. Planning Retreat agenda (2/22/19)
3. Vision for Success goal setting/Institution Set Standards
4. Program review evaluation rubric/process questions

Information Items

Pending/Future Items

5. Review college plans
6. Administrative program review evaluation rubric
7. Program Review evaluations:
 - a. Law Enforcement – Nov. 27
 - b. Anthropology – Dec. 11
 - c. Humanities
 - d. Photography
 - e. Registered Nursing
 - f. Sociology
 - g. Technical Theatre (2015-16)

Next meeting – November 27, 2018

Upcoming Fall 2018 meeting dates:

- November 13
- November 27
- December 11

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Institutional Effectiveness Council Notes		Date and Time	November 13, 2018 2:30 – 4:00 p.m.
		Meeting Place	Skyroom, A-204
Called to order:	2:35 pm	Co-Chairs:	Paul Murphy & Dom Dal Bello
		Note Taker:	Holly Costello
Council Members Present:	Paul Murphy, Dom Dal Bello, Sandra Kramer, Holly Nolan-Chavez, Gordon Rivera, Martin Faries		
Council Members Absent:	Erica Biely, Meagan Armijo		
Ex-officio Member Present:	Bob Curry		
Agenda No. 1	Review 10/23/18 notes		
Discussion:	Consensus on notes as written		
Agenda No. 2	Planning Retreat Agenda		
Discussion:	<p>We reviewed the agenda from the 2018 retreat; in the morning there were updates on key initiatives, internal & external trends, quality focus essay and SWOT analysis activities. The afternoon was spent working on institutional priorities and guiding principles.</p> <p>Discussed a similar agenda for the 2019 agenda; in the morning information and updates on initiatives. An update on how the promise is going; multiple measures is replaced by AB 705 so it may be good to hear about that; Guided pathways, and Chancellor’s office vision for success. 1 hour, 15 minutes each.</p> <p>One activity will be to validate the priorities & priorities that we wrote previous year. It will be good information for all to hear that we have used the priorities and principles for faculty and equipment prioritization.</p> <p>What’s the plan for facilities since measure Y didn’t pass (GR)? We are looking at different options but there will be lots of discussion once we know our options. This might be a discussion topic for the retreat. It will depend on where we are in the process.</p>		
Action:	Draft 2019 Planning Retreat agenda; bring back for further discussion		
Deadline:		Responsibility:	Dom, Paul & Holly
Agenda No. 3	Vision for Success Goal setting/Institution Set Standards		
Discussion:	<p>3 handouts</p> <p>Vision for success is to combine goals from initiatives and success metrics</p> <p>Unifying data elements that we need to pay attention to that tie into the new funding formula and guided pathways.</p> <p>Goal setting requirement that we as a college develop goals in terms of specified metrics. These requirements just came out last week.</p> <p>They tie into our institution set standards and need to integrate with our planning documents.</p> <p>We don’t know yet if it is a rolling 5 year goal or static nor if we are going to be setting goals every year.</p> <p>Some of the goals are part of the funding formula and some are not.</p> <p>This exercise of aligning our college goals and these measurable objectives would be a good activity at the planning retreat</p> <p>We need to recognize many of our students are here for CTE and not to transfer</p> <p>We can include the vision for success metrics into our institution set standards document that we already have. Metrics like course completion are required by Dept. of Ed.</p>		
Agenda No. 4	Program Review evaluation rubric/process		
Discussion:	<p>Reviewed the online rubric</p> <p>The law enforcement program review evaluation is due before next meeting; will review results on Nov. 27</p>		

Action:	Read and evaluate the Law Enforcement program review		
Deadline:	11/26	Responsibility:	all
Future Agenda Items:			
<ul style="list-style-type: none">• Review college plans• Administrative program review evaluation rubric• Program Review evaluations			

Adjourned: 3:45 pm

Next meeting: November 27, 2018