



INSTITUTIONAL EFFECTIVENESS COUNCIL

November 10, 2020

2:30 – 4:00 pm

<https://cccconfer.zoom.us/j/95792441269>



MEMBERS

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

Laurene Lee
*Academic Senate/Faculty
Co-Chair*

Eric Mason
Faculty Association

Rick Rantz
Management Association

Vacant
Supervisory/Confidential

Domenica Devine
PT Faculty Association

Erica Biely
CSEA

Yesenia Gijon
ASBG

Ex-Officio members

Kevin Walthers
Nohemy Ornelas
Bob Curry
Armando Cortez
Steven Butler

Janet McGee
Note Taker

AGENDA

Current/Action Items

1. Review 10/27/20 meeting notes
2. EMP data metrics continued
 - a. Data end goal
 - b. Institution Set Standards
 - c. CCCCCO Dashboard
3. Planning Retreat 2021

Pending/Future Items

4. ACCJC Annual Plan
5. Program Review evaluations
 - a. Develop quick review
 - i. Program strengths
 - ii. Program challenges
 - iii. Missing information/rationale for \$
 - iv. General observations
 - v. Report quality
6. Institutional Review Board Update
 - b. Board positions
7. Vision for Success Goals

Next meeting – October 27, 2020

Upcoming Fall 2020 meeting dates:

- December 8

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 10, 2020
2:30 – 4:00 p.m.
Meeting Place Zoom Meeting

Called to order: 2:36pm **Co-Chairs:** Paul Murphy & Laurene Lee **Note Taker:** Janet McGee

Council Members Present: Paul Murphy, Laurene Lee, Domenica Devine, Erica Biely, Rick Rantz,

Council Members Absent: Eric Mason, Yesenia Gijon

Ex-officio Member Present: Robert Curry, Nohemy Ornelas

Agenda No. 1 Review 10/27/20 meeting notes

Discussion: Reviewed note - notes approved

Action:

Agenda No. 2 EMP data metrics continued

- Paul gave example from CBD of displaying progress for goals.
- Mandated measures the college is required to report on (Institution Set Standards) were discussed.
- Laurene commented that, in her experience, data is not interacted with on the faculty level.
- Defining a data end goal is needed.
- It was suggested to choose a few milestones to focus on and incorporate them into the program review process where resources could be directed towards the effort to meet the goal.
- It was noted that informal conversations are happening at the faculty level in some departments.
- Idea to look at data for high impact bottleneck areas to develop strategies.
- Need for concrete outcomes to get buy-in.
- Setting goals at the college level is missing the component of “boots on the ground” at the department level.
- Suggestion to break the program review process into smaller chunks to have meaningful dialogue. Council could decide what we want to focus on and disseminate to departments for feedback.

Discussion:

- Rick suggested we could rotate through focus points at department meetings,
- Possible use of a survey to get feedback.
- Process would need Academic Senates support.
- Laurene pointed out the need for departments to see change occurring because of feedback requiring the need to have ongoing reciprocal dialogue.
- Erica commented that faculty would probably enjoy reviewing data more if it was in a group. Currently, they feel isolated in the program review process.
- IEC will need to set some goals to get the process started along with recommending that there needs to be more of a connection between program reviews and college goals.
- Nohemy suggested the goal would be that faculty examine course level data in an ongoing basis.
- Paul suggested exercise that IEC identify metrics needed to set college goals and approach the departments most affected for their input. More specific areas could be addressed after we receive further feedback.
- Nohemy suggested we frame with equity issues as agreed upon by faculty and the district as a way of integrating into program review.
- Paul, Laurene, and Janet will work together to come up with recommendation from IEC for the next meeting to look at tying departments to college outcomes.

- Rick suggested a pilot program could be useful to begin integration.
- Propose to DEI taskforce goal for departments to look at data more frequently, consistently, and with an equity lens.
- Laurene will attend Program Review Council on Friday.

Agenda No. 3 Planning Retreat 2021

Discussion: •

Action:

Deadline: **Responsibility:**

Future Items
Agenda No. 4 ACCJC Annual Report

Discussion: •

Action:

Deadline: **Responsibility:**

Agenda No. 5 Program Review Evaluations

Discussion: •

Action:

Deadline: **Responsibility:**

Agenda No. 6 Institutional Review Board Update

Discussion: • Board Positions

Agenda No. 7 Vision for Success Goals

Discussion:

Adjourned: 3:47 pm
Next meeting: November 10

Institutional Effectiveness Council Notes

Date and Time February 23, 2021
2:30 – 4:00 p.m.
Meeting Place Zoom Meeting

Called to order: 2:34pm **Co-Chairs:** Paul Murphy & Laurene Lee **Note Taker:** Janet McGee

Council Members Present: Laurene Lee, Domenica Devine, Erica Biely, Rick Rantz, Paul Murphy, Eric Mason,

Council Members Absent:

Ex-officio Member Present: Nohemy Ornelas,

Agenda No. 1 Review 2/9/21 meeting notes

Discussion:

- Reviewed notes - notes approved

Action:

Agenda No. 2 Planning Retreat Update

Discussion:

- Paul showed the Planning Retreat website and reviewed the activity library.
- Erica reviewed the RSVP data.
- Paul asked Domenica to inform part-time faculty.
- Nohemy suggested an incentive for different constituency groups to attend. Paul mentioned the \$10 gift certificate to Cups and Crumbs.
- Nohemy suggested more student involvement. Possibly paying students for participating. Student workers can do it during working hours. Could target certain student groups like Aim to Dream, expand beyond ASBG. Nohemy will talk with her groups to identify students.
- Domenica suggested that we make the RSVP more engaging. Why would people want to attend? Why is it important. Make it interesting and visually appealing.

Agenda No. 3 ACCJC Annual Report

Discussion:

- Questionnaire
- Paul reviewed the ACCJC Annual Fiscal Report.
- Paul reviewed the ACCJC Annual Report for 2021 and the types of data we need to provide. New to the report is that it requires to include only 100% online – do not include hybrid (for example English with some online component, would not be included).
- IEC will review with the Institutional Set Standards for course completions, cert., degree, & transfer. We need to include floor, stretch, and actual rates.
- Paul shared what we reported last year.
- Since IEC oversees accreditation, Paul wanted to make sure to share it with the committee.
- It is due April 9.

Action:

Deadline: **Responsibility:**

Agenda No. 4 Institutional Review Board Update

Discussion:

- Board Positions

Action:

Deadline: **Responsibility:**

Agenda No. 5 Vision for Success Goals

Discussion:

Action:



Deadline:

Responsibility:

Future Items

Agenda No. 6

Discussion:

Adjourned: 3:38 pm

Next meeting: March 9, 2021

Institutional Effectiveness Council Notes

Date and Time April 13, 2021
2:30 – 4:00 p.m.
Meeting Place Zoom Meeting

Called to order: 2:35pm **Co-Chairs:** Paul Murphy & Laurene Lee **Note Taker:** Janet McGee

Council Members Present: Laurene Lee, Domenica Devine, Erica Biely, Rick Rantz, Steven Butler, Paul Murphy,

Council Members Absent: Eric Mason, Isriel Cambronero

Ex-officio Member Present: Armando Cortez, Nohemy Ornelas

Agenda No. 1 Review 3/23/21 meeting notes

- Reviewed notes - notes approved
- Erica gave update on student drop and return to campus surveys.
 - Drop survey
 - Majority have cited personal issues.
 - Cost of books is a factor.
 - Want more flexibility.
 - Return to campus:
 - Want to return but with flexibility.
 - Like being able to do school work from home.
 - Concerned with safety conditions.
- Add Return to Campus survey to next meeting agenda.

Discussion:**Action:****Agenda No. 2 College Council update (priorities and strategies)**

- Paul summarized priorities and strategies into five categories.
- Takeaway – councils will go back to their group, review materials and CC will assign responsibilities to each group.
- Emphasized that councils link to action items as they develop their yearly goals.
- Paul would like council structure to be the mechanism for follow-up for these items.

Discussion:**Agenda No. 3 ACCJC update**

- Paul shared data used for report.
 - Course completion, degrees, transfer, and licensure pass rates.
 - Institution set standards and aspirational, or stretch, goals are set for each area.
 - Gave overview on how goals are set.
- April 19 training
 - Two hour training at College Council regarding new process.
- Annual Report information
 - Enrollment – decline in S2020
 - Institution Set Standards in student achievement.
 - Success rates boosted by EW grades.
 - Certificates stayed above stretch goals.
 - Passed stretch goals in degrees awarded.
 - Transfers are always a challenge.
 - Hard to see increase without a local institution to receive students.
 - Licensure exam rates affected by pandemic.
 - Job placement rates for completion of CTE programs
 - Hard to track

Discussion:

- Alumni survey 30-35% response rate
- Core indicators from chancellor's office.
- Paul will take a look at public safety data.
- Rick will look into Human Services certificates.

Action: Janet to post report to SharePoint

Deadline: **Responsibility:**

Future Items
Agenda No. 4 Program Review update

Discussion:

Action:

Deadline: **Responsibility:**

Agenda No. 5 Institutional Review Board Update

Discussion: • Board Positions

Action:

Deadline: **Responsibility:**

Agenda No. 6 Vision for Success Goals

Discussion:

Adjourned: 3:35 pm

Next meeting: April 27, 2021