

Institutional Effectiveness Committee Meeting Minutes

October 13, 2021

3:00pm-5:00pm

<https://cccconfer.zoom.us/j/95443792972>

VOTING MEMBERS– List full name below, identify which constituency group each individual represents			
X	Lilia Chavez (VPSS)		Carmen Johnson (classified)
	Mary Ciddio (faculty)	X	Nathan Pellegrin (administrator, Cochair)
X	Susana De La Torre (classified)	X	Tom Renbarger (faculty)
X	Jason Holloway (administrator)	X	Denise Richardson (VPI)
	Feather Ives (faculty)	X	Jamila Saleh (classified)
		X	Rebecca Uhlman (faculty, Cochair)

GUESTS: Lowell Bennett

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call for minute-taker	Denise Richardson volunteered to take minutes	
II. Call to Order	Meeting called to order at approximately 3:10 p.m.	
III. Agenda Review, Changes and Adoption	Agenda adopted without objection.	Moved by TR, 2 nd by JH
IV. Approval of Minutes	Review of Minutes for 9/8/21 meeting	Moved by DR, 2 nd JH
V. Public Comment	Lowell Bennet shared ideas for new productivity and efficiency measures that would assist us in making more informed scheduling decisions. He proposed exploring these alternative measures as a potential goal for the committee to adopt.	
VI. Standing Items	<p>EMP and SEM Update</p> <p>EMP and SEM Update – Still dependent on the District for developing a strategic plan. Meetings for both committees will be scheduled for the week of 10/18/21. There is planned collaboration between the two.</p> <p>No DAS Report Merritt Academic Senate – will work to promote progress on SEM</p>	
VII. Action Items/ Presentations	<p>Committee goals for 2021-22</p> <p>Dean Holloway provided GP update Increased knowledge of student familiarity – their path to completion. What supports are available to them. Identify pain point that inhibit program completion by eliciting feedback. Technology interventions to increase program completions. ID PD opportunities.</p>	

	<p>Intake, onboarding students, enrolling, interventions to help them complete; tutoring, student clubs and groups</p> <p>Lilia: We need support for Canvas</p> <p>Jason: Want to preserve the 4 pillars in the institutionalization of GP- maintain the integrity of the programs</p> <p>Rebecca Uhluman - Gather information from the students to better assess painpoints. Promoting the dissemination of information to students. Helping students understand their path to completion.</p> <p>Jason and Nathan discussed possible goal: Develop a set of metrics (SMART Goals) that can be used as KPI for GP. Dr. Chavez suggested reviewing GP existing goals to fold them into ours. DRichardson pointed out that it is the role of the IEF committee to make recommendations for institutional priorities. We could further institutionalize GP with this effort~ Identify resource needs and make recommendations for meeting those needs utilizing key performance indicators (KPI). NP – Explore metrics for assessment that would be adopted by the IEC</p> <p>Jason: Ab 705 alignment has been successful and has been done at scale. Program Maps, Areas of Interest, update website.</p> <p>Goal: Institutional Set Standards – Goal to develop aspirational and institutional set standards</p> <p>Will work on methods for setting them at November meeting with the goal of adopting the standards by February</p> <p>Lowell: Goal? work on additional approach to determining productivity and efficiency measures</p> <p>Validation of goals reported on comprehensive program review</p> <p>Committee decided to divide up PR validations among 4 groups. Nathan will establish the groups and distribute PRs to them as they come in. Validations are to be completed by the IEC members using the rubric by the Nov 10 meeting</p> <p>"Hearing no one else desirous of debate, I declare the discussion closed" is the term of art, to my understanding.</p> <p>The committee reviewed the rubric criteria Created a timeline to review Rubric – April month was moved by Nathan, Denise 2nd to review the APU template and the rubric.</p>	<p>Tom moved to approve timeline, Timeline: 10/13/21 –</p> <p>10/13/21 - 11/10/21 - Nathan to send out the PR's to the groups/teams as they are submitted</p> <p>10/13/21 - 11/10/21 - The groups will fill out a rubric for each assigned PR 11/10/21 - Validate the PR's in our November meeting Groups for validating PR's formed Chavez 2nd.</p> <p>Nathan will collaborate with the Curriculum Committee</p>
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		and SLOAC to send out their respective rubrics.
VIII. Adjournment	Meeting adjourned at 4:55 p.m.	