

INSTITUTIONAL EFFECTIVENESS & ACCREDITATION COUNCIL MEETING (Monday, February 27, 2017)

Generated by Andrea R Pulido on Monday, February 27, 2017

Members present

Sarah Shepard, Sandy J McGlothlin, Lawrence G Buckley, Arkady Hanjiev, Andrea R Pulido, Mark Gritton, Jeffrey Wanderer, Clint Cowden, Matthew Magnuson

Others present

Brenda Thames, Kyle Crider, Andrea Pulido

Meeting called to order at 10:04 AM

1. Call Meeting to Order at 10:04 am, by S. McGlothlin

2. Review Minutes from Previous Meeting

2.1 Minutes February 13, 2017

Reviewed minutes S. Shepard move to approve, J. Wanderer second, Clint abstained.

Aye: Sarah Shepard, Sandy J McGlothlin, Lawrence G Buckley, Arkady Hanjiev, Andrea R Pulido, Mark Gritton, Jeffrey Wanderer, Clint Cowden, Matthew Magnuson

Approved

3. IEPI**3.1 IEPI Presentation - K. Crider**

- S. McGlothlin referred to K. Crider - K. Crider said that we had an Institutional Effectiveness Goals Framework at the Chancellors Office and that there are reports that should be updated around June. He further stated that there are college goals, but some of it is District Office initiated. Everything on it are aligned to Strategic Plan KPI's. K. Crider said that he plugs in the data that are linked to the colleges KPIs in their strategic plan. He said that this is something that should be reviewed to look at where we are today. He also mentioned that they are looking at goals for 6 years in the future, and this is problematic because they typically don't set goals out that far. We have 2020 goals already, and it doesn't make since to add more goals.
- S. Shepard said that there are indicators that should have been sent in 2016 and she would like to know what they were for our college. They opened the document to review what was submitted - it looks like we chose unprepared. It is concerning to S. Shepard how this data is tied back to the College. She wants to know where are these decisions made. K. Crider said that it should be this committee due to its role in Institutional Effectiveness.
- B. Thames said that she will take it back to cabinet to explain that this should be college charged data, not a District Office function.
- S. McGlothlin asked if this data was set at a Leadership Retreat dealing with the Strategic Plan? K. Crider said that the data was aligned with our KPIs that were determined at a meeting at Harris Ranch. B. Thames asked if the goals from the strategic plan are benchmarks?
- S. McGlothlin said that the problem is that the college is not having discussions regarding this report.
- There was a discussion regarding why the college choice not to submit an additional measure for our goals since the list said that starting in 2016 it is required.
- S. Shepard asked about the metrics - K. Crider explained how this was worked out for our college and that something needs to be submitted again in June. B. Thames will find the information and we can continue to meet to put that report together.
- B. Thames said that many colleges created a primer to prepare from and she would see about finding what her previous college used and bring it in to our campus.
- B. Thames said that we can request a site visit and we get \$100k to use for whatever we need, in order to develop something related to our QFE. K. Crider stated that the district backed out of this due to the number of requirements needed to have this visit.
- K. Crider said that he would suggest not to use these in isolation and to be sure to tie this to the strategic goals. June 15th is the deadline for submission.
- A researcher is required for these discussions - per B. Thames. We need to meet on 3/20 to start looking at this new research and development for the report.

4. ACCJC Visiting Team Meeting Schedule**4.1 Discuss Schedule**

- S. McGlothlin Pulled up the team meeting schedule - She showed what they will be doing, where they will be, and the times that the team will be on campus. She stated that IT will be on hand to help them get logged in and make sure that they have printers. They requested 3 printers at Harris Ranch and in R-10. S.
- McGlothlin will send out this revised schedule, due to finding some errors in the one we currently have.
- S. Shepard wants to make sure that L. Davis sends out Outlook requests to all faculty who need to be at the meetings. Something was sent out to Administration, but not faculty. She just wants to make sure that everyone has all of the meet and greets and forums on their calendars.
- S. McGlothlin said that they want to move the Wednesday meetings to Tuesday so that they can write on Wednesday. Committee Chairs meetings are on Tuesday at 4pm. They also want Outcomes committee @ 1pm on Tuesday, 3/7/17.
- A. Hanjiev mentioned that most campuses don't have Outcomes committees, so that is good. S. McGlothlin mentioned that we should have this committee funnel into this committee and not CPC in the future.

- J. Wanderer expressed that Tuesday at 4pm is a conflict and that L. Davis scheduled him for 1:30pm to meet with the visiting team.
- S. McGlothlin reviewed the staff that will meet with the visiting team at the DO. S. Shepard mentioned that K. Stoppenbrink should be on this list to review the financial data- S McGlothlin added him.
- Institutional Research Staff - K. Crider asked what function is it. S. McGlothlin said that it might be a DO function so she scheduled K. Crider and R. Grogan for Monday as well.
- S. McGlothlin said she got a call that the team said they were not sure if we are meeting the ER requirement. She said that she wasn't sure what they are looking for, but that they said that we should be able to find it in the other data, so there was no formal request for specific evidence.
- S. McGlothlin said that on Wednesday @ 11am she also has a meeting for K. Crider for Institutional Research. She will leave it on there just in case they need more info after Monday.
- S. McGlothlin said that she may need to move Infrastructure due to open forum. She schedule M. Gritton for Wednesday @ 1pm for Infrastructure.

5. Discussion Items Requested by Visiting Team

5.1 Evidence Collection and progress -

- S. McGlothlin showed what they sent to the team based on what was requested.
- S. McGlothlin explained that IT made sure that the team had access to everything on the portal that they requested. She also opened the link to demonstrate how each link was put into their Word Document so that it would be simple for them to find.
- This was sent on Wednesday 2/22/17, on Friday she received an email that it was not working, and she realized that she spelled the name wrong and resent the correct one and hopefully they have the week to review it.
- This week the plan is to get them their hard copies printed. We will not be printing hard copies for items that have a link.
- S. Shepard has still not received the documentation that she requested from the District Office (IV.C.1-7). There are many items that have been requested from D. Isaac that still have not been received.
- S. McGlothlin showed where this additional evidence is housed.
- S. Shepard was trying to put something together for the QFE to update them on where we are with different things. She said that she can send out her list to everyone and they can populate it with their information so that each person can update their areas. S. Shepard said that she can get this put together and will have that printed for the team. She emailed this to S. McGlothlin to display for the group to remind everyone of what she has so far.

6. Accreditation Forum on February 21

6.1 Update

- There were 24 people in Coalinga and 6 to 8 in NDC. S. McGlothlin said that it was good a good turnout.
- S. McGlothlin said that she is going to review standard II with her team for preparedness for visit. She said that we need to tie Triple SP back to Governance and that she will prepare everyone for the visit.

7. Preliminary Takeaways

7.1 Discussion - Takeaways

- There was discussion regarding parking, meals and snacks for the visiting team.
- S. McGlothlin went through the list of reviews for President Thames.
- There is a dedicated IT - Jeff Seed for the week of the visit.
- S. Shepard said that there was a few students that escorted the visitors of other teams and this would be good for us to do as well.
- A. Hanjiev said that it is good to not only show them where the building is, but to also describe what is going on in each building and talk about the departments. He added Be sure to discuss grants and initiatives that might not be on the ISER.
- There was discussion regarding the access the team will have to review documents - example was syllabi and where they would find them on the portal.
- S. McGlothlin will send out the updated visiting timeline schedule to the team.

8. Next Meeting:

8.1 March 20, 2017 @ 10am.

9. Adjournment

9.1 By: S. McGlothlin @ 11:30am

9.2 Minutes taken by: A. Pulido