

**INSTITUTIONAL EFFECTIVENESS & ACCREDITATION COUNCIL MEETING (Monday, April 9, 2018)**

Generated by Andrea R Pulido on Friday, April 13, 2018

**Members present**

Sarah Shepard, Arkady Hanjiev, Andrea R Pulido, Bertha Felix Mata, Mark Gritton, Jeffrey Wanderer, Francisco Banuelos, Robert Pimentel, Anita Bart, Matthew Magnuson, Kyle Crider, Mark Matteson, Eric A Mendoza

**Meeting called to order at 10:05 AM****1. Call Meeting to Order**

1.1 By: S. Shepard at 10:05am

1.2 Changes to the Agenda - None

**2. Review Minutes from Previous Meeting**

2.1 February 16, 2018 Minutes

**Approval**

Motion by Jeffrey Wanderer, second by Anita Bart.

Final Resolution: Motion Carries

Yea: Sarah Shepard, Andrea R Pulido, Bertha Felix Mata, Mark Gritton, Jeffrey Wanderer, Francisco Banuelos, Robert Pimentel, Anita Bart, Matthew Magnuson, Kyle Crider, Mark Matteson, Eric A Mendoza

2.2 - 2.6 are notes and do not need to be voted on - but would like to have everyone look at them for edits, questions or comments.

**No Comments for 2.2 – 2.6**

2.2 February 26, 2018 Notes

2.3 February 28, 2018 Notes

2.4 March 5, 2018 Notes

2.5 March 9, 2018 Notes

2.6 March 12, 2018 Notes

2.7 March 15, 2018 Minutes

- Remove Jeff Wanderer as a present member (not present) - also Bertha, Robert, Gritton, and Banuelos - no admin were present.

**Approval**

Motion by Anita Bart, second by Anita Bart.

Final Resolution: Motion Carries

Yea: Sarah Shepard, Arkady Hanjiev, Andrea R Pulido, Anita Bart, Matthew Magnuson, Kyle Crider, Mark Matteson, Eric A Mendoza

Abstain: Bertha Felix Mata, Mark Gritton, Jeffrey Wanderer, Francisco Banuelos, Robert Pimentel

2.8 March 23, 2018 Minutes

- Make a note to change the header date to March 23, 2018
- Formatting is different due to not being completed in BoardDocs, but content is good.
- Bertha was a call in.

**Approval**

Motion by Anita Bart, second by Mark Matteson.

Final Resolution: Motion Carries

Yea: Sarah Shepard, Arkady Hanjiev, Andrea R Pulido, Bertha Felix Mata, Mark Gritton, Jeffrey Wanderer, Francisco Banuelos, Robert Pimentel, Anita Bart, Kyle Crider, Mark Matteson, Eric A Mendoza  
 Abstain: Matthew Magnuson

### 3. Institutional Effectiveness

#### 3.1 IR Department Update - Crider

- K. Crider discussed the assessment tools that will be used to send to all employees. In Lemoore they would like to put this off until the Fall. S. Shepard said that it will be good to do all employees in the fall and then assess the data in the spring.
- S. Shepard asked to look at a draft of the survey - K. Crider will provide this to this committee.
- A draft will be put together over the summer.
- In the past, only committee members received the surveys.
- There was dialog about including everyone on campus to gage the overall understanding of the committee work.
- There was discussion regarding how to format the survey to eliminate each committee's membership to answer the questions.  
 Further discussion on when to administer it - A. Hanjiev suggested doing it on Flex day to ensure that faculty all complete it.

#### 3.2 Institutional Set Standards - J. Wanderer/K. Crider

- Did we specifically articulate what the improvements need to be? J. Wanderer reported that the process was good, the learning areas and Senate did a good job as well.
- There was some issues with people setting individual department goals and this needed to be changed to be for the entire college.
- K. Crider asked if CTE needs to look at job placement. There were not stretch goals included in this area. S. Shepard said that the next CTE Learning Area meeting is Wednesday, April 18th at 12pm. K. Crider will attend this meeting to get this data.
- S. Shepard asked if K. Crider is needing Psych Tech, A. Bart and K. Crider said that they think that they did have this information on their forms. K. Crider double checked and they did fill in a 90% stretch goal. There was some discussion regarding this percent and if it was correct. K. Crider will look into this.

#### 3.3 WHCC Website Governance - Shepard

- K. Crider explained that Amber said that the group will be meeting in May. He recommended that we start looking at the portal to see about any changes that we would be wanting to be made.

#### 3.4 ACCJC Site Visit Observations - Shepard

- S. Shepard explained that the purpose of serving on other site visits is to learn more information and make observation that can possibly be implemented at our own college.
- A. Hanjiev visited Toki and they took the group around to visit the campus for familiarity. The President and VP gave an overview of the college history and they answered the questions that the team had. He liked this approach.
- S. Shepard said that this exact thing happened at the Language institute and it was a "Briefing" and this made a big difference in the start of the visit. It also helped with name/face connections right from the beginning.
- B. Felix-Mata said that it is up to the visiting team and she believed that this is why the college didn't do this. S. Shepard said that this is correct, but that we can be more encouraging to start in this way.
- A. Hanjiev said that the Mission and the Vision was on a plaque and that is was very visible and lent itself to their professionalism.
- F. Banuelos said that at College of Sequoias their processes are put up everywhere to establish these things.
- F. Banuelos is working with Marketing to get our Mission, Org Chart and ISS should be on this.
- A. Hanjiev continued with that they were given an organizational chart with names, titles and structure. He also liked that everyone knew what they were responsible for the standards.
- A. Hanjiev wants to create a video of how to use eLumen so that the team can click on it and see how our college uses this.
- F. Banuelos said that B. Thames will be attending a follow up visit in Oxnard for a college that is in the same status as us. S. Shepard said that the ACCJC liaison met them at the hotel prior to the first day and helped their team with questions and such before the visit.
- S. Shepard said that one of the nice things about their commander is very visible, has online chat once a week for an hour and has open office once a will for answering questions. It made a difference in transforming their facility and helping with a stronger leadership for their location.

- A. Hanjiev mentioned that Steve Reynolds was the liaison from ACCJC and helped a great deal of help in the process.

### 3.5 Standard Assignments - Shepard

- S. Shepard is still working on the linking of a standard to a committee and creating a crosswalk for everyone. She hoped to have this rolled out in the fall.

### 3.6 Annual Committee Review - Shepard

- We have some date from 2016-17. We are not going to make changes to the surveys this year for the sake of time, but in the future we will make some edits. Also, based on the new governance manual committee pages, we will be pushing the surveys out based on each committees.
- S. Shepard would like to roll these out by Monday. Andrea Pulido will work on getting these out and updates to the committee members to make sure that everyone will get them.
- We will review the surveys in the beginning of fall in this committee and make cleanups. There was further discussion regarding when each committee will do their survey.

## 4. Accreditation Follow-Up Report

### 4.1 Follow Up Report Draft 2 - Banuelos

- F. Banuelos said that he has not heard anything back from Steve on recommendation 10. He explained that he sent it out on Wednesday of last week (4.4.18). Steve Reynolds is out on vacation.
- F. Banuelos also started working on #12. He sent Steve #12 as well. The evidence for these follow up reports still needs to be collected. It doesn't look like the most recent document has been uploaded to the portal. S. Shepard asked if the tables were all removed. F. Banuelos said that he only send 10 and 12. F. Banuelos would like the evidence to be collected. S. Shepard said that everyone who was in charge of the recommendations have access and ownership rights to the folders and this is were the evidence is located.
- A. Hanjiev has already written his follow up and will be adding the evidence to the folders.
- B. Thames brought the follow up report that the she is going to (Oxnard College) and it is full of charts and graphs - to illustrate what we are doing. Their report it online - timelines, charts and graphs.
- S. Shepard asked about #12 for evidence as there is nothing in the portal - there was discussion about how to illustrate the evidence and where it is currently housed. B. Thames said that she will work on collecting this information for the next meeting.
- F. Banuelos will work with S. Shepard in getting the evidence collected and sent to F. Banuelos for the follow up report. F. Banuelos would like to get help with charts. The committee suggested working with K. Cooper's office to help with this.
- F. Banuelos would like the IEAC committee to look as what type of data can be put into charts and graphs.
- F. Banuelos will add A. Hanjiev's narrative to the master documents, he will create a table of what evidence needs to be collected and then everyone can take a look to see what they can contribute. Also, looking at what from the narrative can be put into charts, graphs, etc.
- B. Thames said that although S. Reynolds said that we don't need to reference the standards, but at the Oxnard College follow up report does show the reference to the standards.
- S. Shepard pulled Laney College, College of Sequies and one other college to review. She was looking at colleges that were on warned and have gotten off of warning. F. Banuelos looked at Skyline and Sac City's report.
- S. Shepard said that the reason that she did not look at Oxnard's is because we do not have those recommendations.
- K. Crider is looking at LA colleges report - they also have the syllabi recommendation, they also have their Board Policy recommendation.
- We can look at some examples and upload them to the portal page.
- F. Banuelos will need help attaching the evidence. A. Pulido and S. Shepard explained that this document needs to be independent with independent evidence that can all be housed on the thumb drive.
- F. Banuelos will put a table of evidence needed together in a table and this committee should review it and upload that evidence to the portal and add or take away from this based on what we all think.
- There was a review for college council on Friday, April 20th - for the first draft reading. If we can get the feedback from #10 and #12 and then get the feedback and then use that feedback to assist us in the write up of the entire report. We can send the entire report to Steve for another review. F. Banuelos would like to have another meeting next week to follow up on our progress.
- We need to get the governance manual updated pieces - S. Shepard will start putting together some notes for #14 about the progress of this.

**5. Next Meeting:**

5.1 Date/Time

Friday, April 13, 2018 @ 11am

**6. Adjournment**

6.1 By: S. Shepard @ 12:02pm

6.2 Minutes Taken By: A. Pulido