

Attending:

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| X | Irene Malmgren(Co-Chair) | X | Bernard Somers– Student Services (Senate appointee) | | TBD (CSEA 651) | | Joan Sholars (Budget Liaison) |
| X | Barbara McNeice-Stallard (Co-Chair) | X | Barbara Mezaki (Faculty Accreditation Coordinator) | X | Michelle Sampat, AD Instructional Services | X | Rosa Royce (Budget Liaison) |
| X | Chisa Uyeki (Co-Chair) | | TBD (Assistant Faculty Accreditation Coordinator) | | Alexis Carter (HR) | X | Kristina Allende, Faculty Credit |
| | TBD (AS President or Designee) | X | Sophia Ruiz (Student Rep) | X | Meghan Chen, Instructional Services | | Pedro Suarez (Guest) |
| X | Landry Chaplot (Faculty Noncredit) | X | Mark Fernandez (CSEA 262) | X | Malia Flood (Student Services) | X | Daniel Berumen (Guest) |
| X | Loni Nguyen (Faculty Outcomes Coordinator) | X | Kate Morales (IT) | | TBD, AVP, Instruction | | <i>Lisa E. Jackson (Recorder)</i> |

| AGENDA | | | |
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| | Topic | Time | Discussion/Outcome |
| 1. | Welcome | 1:30 | Barbara welcomed everyone to the meeting. |
| 2. | Approval of the Agenda | 1:30 | <ul style="list-style-type: none"> • Order of the agenda changed, but the topics remain the same. Agenda approved as submitted. |
| 3. | Approval of the March 10 minutes | 1:35 | <ul style="list-style-type: none"> • All were in favor of approving the March 24 minutes. There were no nays and no abstentions. |
| 4. | Strategic Planning (Committee) <ul style="list-style-type: none"> ○ Expanded PAC – April 14 ○ Coding Summary (Kristina) | 1:40 | <ul style="list-style-type: none"> • Kristina provided an overview of Expanded PAC and what IEC will present during this meeting. Expanded PAC is a venue at which leaders from across campus come together in order to make decisions about something. The April 14 meeting will focus on Strategic Planning. <ul style="list-style-type: none"> ○ In attendance will be members of IEC, PAC, Department Chairs, those responsible for committee plans, executive management, associated student reps – every constituency group will be represented. ○ Expanded PAC makes its recommendation to PAC (Presidents Advisory Council) • Kristina shared that IEC members are needed to attend the meeting and assist in the breakout rooms, etc., She also provided a broad overview of what would be presented that day <ol style="list-style-type: none"> 1. There will be an introduction to what strategic planning is. 2. The process of how the committees and those responsible for plans sent their goals in. These plans and goals were coded by and a list was developed from the plans and goals in which themes were repeated. 3. Additionally, members of IEC made several suggestions that were included on that list as well. |

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| | | <ol style="list-style-type: none">4. The bulk of the Expanded PAC meeting will be spent getting the group to work together to provide input. We provide the foundation and build from there. It must be built from the ground up.5. There will be several break-out room with groups participating in activities. IEC will reviewed these activities to determine if they would be beneficial. <ul style="list-style-type: none">• Discussed role of IEC members during Expanded PAC.<ul style="list-style-type: none">○ You will be assigned to a breakout room to either take notes or assign a note taker and ensure that we have someone from that group to speak when we reassemble.○ Groups will be two-fold. First group will look at the Mission, Vision, and Core Values.○ The other is a list of subjects (provided at last meeting).<ul style="list-style-type: none">• Groups will be conducting a gap analysis to ensure that everything we think as a college is represented in the list of subjects from which the strategic plan will be created.○ The second breakout activity involves the assignment of two or three subjects. These subjects can include Professional Development, Equity, and Advocacy.<ul style="list-style-type: none">• Groups will be asked to develop meta-level goals for that subject.• There will need to be a note-take for this activity as well. All of this information will be brought back to IEC and shared.• Next steps will be for the IEC Chairs to synthesize what we came up with at Expanded PAC and present to PAC as recommendations for first steps in the creation of the strategic plan.• IEC will meet briefly prior to Expanded PAC to review what will be done that day.<ul style="list-style-type: none">○ Mission, Vision, and Values will be sent prior to the meeting for review/reference once RSVPs are received.○ 68 people are expected to attend Expanded PAC. |
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| 5. | <p>ACCJC Annual Reports (Daniel and Rosa)</p> <ul style="list-style-type: none"> ● ACCJC Annual Report 2021 ● ACCJC Annual Fiscal Report FY 2019-20 | 2:25 | <ul style="list-style-type: none"> ● Daniel provided a brief update on the ACCJC Annual Report. <ul style="list-style-type: none"> ○ The report is due next month and the purpose of the report is a tool for monitoring our growth and the institution-set standards. ○ The ACCJC uses the data from this report and provides a summary to the commission. ○ The report is divided into 4 parts: <ol style="list-style-type: none"> 1. Headcount enrollment data 2. Distance Education and Correspondence Education 3. Federal Data 4. Institution Set-Standards for Student Achievement ● RIE collects enrollment and award data using Banner data. <ul style="list-style-type: none"> ○ Transfer data is calculated using the National Student Clearinghouse database. ○ Licensure data is collected from Department Chairs. ○ Employment data is calculated based on data received from CTE outcome surveys. This survey is done by Santa Rosa College. ● Discussed the use of the EW grades as a result of instruction going online. The completion formula previously did not include EW in the calculations. It includes W but not EW. <ul style="list-style-type: none"> ○ Using EW our success rates increased. ○ Using this formula may have to be considered next year. Do we use the traditional definition or use EW and re-code them as Ws? ○ This could possibly affect our ISS in the forthcoming years. ● Stretch and aspirational goals required this year in the annual report. <ul style="list-style-type: none"> ○ Additional time granted if needed to make stretch goals for each of the licensure and CTE programs. ○ Daniel followed up with Irene and Kelly and agreed that we will put N/A on that column and work on that for next year. ● Rosa provided an overview of the ACCJC Annual Fiscal Report. |

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| | | | <ul style="list-style-type: none"> ○ Most of the information contained in this report is information that has already been reported and comes from the 311 report. This is the most important report financial report for community colleges. ○ The other report is the annual audit report. This report has already been presented to the Board of Trustees and finalized. ● Fund balance is \$61,960,216. The balance is rather high because we were trying to reserve as much as possible in order to prepare for the deferrals. The college will not receive any cash until July 2021. <ul style="list-style-type: none"> ○ Item No. 4 is new – Other Unrestricted Financing Sources that they wanted to know what goes into that line item. It was itemized and these funds carried over from year-to-year and are mostly fees that come from international students. ○ This has already been reported on the 311 report. ● The Annual Fiscal Report must be certified as a complete and accurate by the CEO (Dr. William Scroggins). Only the CEO may submit the final Annual Fiscal Report. |
| 6. | PIE Update (Michelle and Chisa) | 2:40 | No update |
| 7. | Budget Committee Update (Joan and Rosa) | 2:50 | No update |
| 8. | Announcements | 2:55 | <ul style="list-style-type: none"> ● As a reminder, the committee will meet on April 14 for a half hour for final preparations for Expanded PAC which starts at 2pm. |
| Future Meetings: April 14 & 28, May 12 & 26, and June 9 | | | |



Committee Goals and Progress Report 2020-21

Committee name: Institutional Effectiveness Committee

Name of person completing the report: Richard Mahon, Vice President, Instruction and Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, Chisa Uyeki, Faculty

Instructions: Due by **November 2, 2020**: Columns 1 and 2
 Due by **June 1, 2021**: Column 3
 Please enter your committee’s outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President’s Advisory Council).

(EXPAND AS NECESSARY)

| Committee Goal | Link to College Goal # | Completed Outcomes/Accomplishments (descriptive bullet list) |
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| GOAL # 1: Committee website up-to-date | 6, 11, 15 | |
| GOAL #2: Develop/Clarify the Strategic Plan Process (integrated planning process) and updating the College Strategic Plan | 1, 3, 12, 14 | |
| GOAL #3: Review Unit Manager & Vice President PIE Templates | 1, 3, 12, 14 | |
| GOAL #4: Prioritize equity in the development of planning processes and college plans | 4, 5, 6, 9 | |
| GOAL #5: Review & make recommendations to update AP 3250 “Institutional Planning” to reflect current processes | 3, 12, 14 | |
| GOAL #6: Document where ACCJC standards map to committee agenda items in agendas and minutes | 14 | |