

Mt. San Antonio College	Institutional Effectiveness Committee Minutes	October 11, 2023 1:30 p.m.- 3:00 p.m. Zoom
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Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	X	Academic Senate President or Designee	Roger Willis	X
Associate Dean, Natural Sciences (Co-Chair)	Jimmy Tamayo	X	Director of Human Resources or Designee	Ryan Wilson	
Faculty Outcomes Coordinator (Co-Chair)	Kelly Coreas	X	Faculty – Student Services (appointed by AS)	Vacant	
Faculty Noncredit (appointed by AS)	Landry Chaplot	X	Faculty Credit (appointed by AS)	Vacant	
Associate Vice President, Instruction	Meghan Chen	X	Student Services (appointed by VPSS)	Vacant	
Classified (appointed by CSEA 262)	Yvette Garcia	X	Classified (appointed by CSEA 651)	Vacant	
Faculty Accreditation Coordinator	Barbara Mezaki		Student (appointed by Associated Students)	Vacant	
Information Technology (appointed by VP Admin Services)	Kate Morales	X	Guest – Assistant Dean, Accreditation and Planning	Lianne Greenlee	
PIE Liaison	Krupa Patel	X	Guest – Senior Research Analyst	Cathy Stute	X
Budget Committee Liaison	Rosa Royce	X	Guest – Senior Facilities Planner	Megan Moscol	X
Instructional Services (appointed by VP Instruction)	Sylvia Ruano	X	Recorder	Wendi Alcazar	X

AGENDA			
	Topic	Time	Discussion/Outcome
1.	Welcome and Introductions	1:30	
2.	Review of the Agenda	1:40	<ul style="list-style-type: none"> Reviewed
3.	Approval of the September 27th Minutes	1:45	<ul style="list-style-type: none"> Motion to approve the minutes S. Ruano, 2nd L. Chaplot, motion passed, one abstention.
4.	Communication Plan	1:50	<ul style="list-style-type: none"> Faculty affected by the flooded building would like better communication. What is the IEC’s role in a communication plan? Do we want to make a recommendation to PAC? Faculty understand the unpredictability of the situation, but faculty need to feel supported instead of being frustrated with not knowing what is going on. Faculty never felt so unsupported. The Committee chairs will investigate the IEC’s role in this. Faculty reached out so we wanted to make sure we discussed this. The committee appreciates the faculty speaking up, this is how we know what needs improvement. Need to examine what the IEC’s role is. Review our Purpose and Function, there is something in there that would support us in suggesting something to PAC.

			<ul style="list-style-type: none"> • Function #3: Evaluate the institution's progress toward meeting its goals and mission to recommend systematic mechanisms for effectiveness. • There's something in the strategic plan as well. There is a recurring theme, which is communication. • A plan for different interruptions that could happen: AC notification, building shutdown, etc. • The context has been very specific, but we need to address all issues that can arise. • The plan must be specific to the situation. One broad plan may not work for all situations. • Public relations professionals focus on crisis management plans. We know that we will have issues on campus. What is the plan for any crisis on campus? • A plan before a crisis happens is needed, not reacting after the crisis is here. • Perhaps we can figure out the network of the different constituent groups across campus. We need an "if this, then that" tree. • Maybe the messages are different but what is the plan not only to handle the situation but communication to the campus? • Priority 6 Ensure open and authentic communication and coordination among stakeholders to support the achievement of all college goals. • Can we ask PAC to add this to their agenda so that a plan can be started? • This priority needs to be flushed out. It needs to be part of our crisis management process. • The committee needs to articulate what we are hearing from faculty, staff, and students. • How can this be addressed in a better way? • Is this something we want to formally go to PAC? • Committee agrees to send this recommendation to PAC. • P. Quinones will work on the official wording of the recommendation.
5.	<u>Purpose and Function</u> , and <u>Goals</u>	2:05	<ul style="list-style-type: none"> • Purpose and Function: Purpose-Membership – Malia Flood – Change to Vacant

- The last phrase of Function 2: Wouldn't the first part be non and academic departments? Why just guidance to non-academic areas?
- The whole campus needs to use data.
- They need a way to have an assessment for all departments/units.
- Change the end, for all departments? Remove "and provide guidance..."
- Purposed new language – Function 2 option 1: Encourage the use and analysis of standard data reports needed to support effective planning and evaluation activities at the academic department level and non-academic department level.
- Purposed new language - Function 2 option 2: Encourage the use and analysis of standard data reports needed to support effective planning and evaluation activities for academic and non-academic departments.
- The committee will adopt Function 2 option 2.
- Discussion of Function 6.
- Functions 1 & 6 are similar, can we combine them?
- Could #6 be for preparations for accreditation? And maybe under the accreditation steering committee.
- What is this committee doing to plan for systematic documentation of institutional planning? Are we just compiling documents?
- Function 1 is more concrete, and Function 6 is not.
- Should we remove Function 6?
- Multiple other committees already do Function 6 so we could strike it out.
- Remove Function 6: Approved.
- **Goals:**
- Goal 1 is one that every committee has.
- Do we want to add a goal about communication? Priority 2 and 6 would be linked to it.
- Purposed new goal: We also need to try and incorporate Vision 2030.
- Make actionable recommendations on campus-wide communication plans to stakeholder groups that support the College's strategic priority 2: "Further develop, facilitate, and

			<p>maintain a physically and emotionally safe and accessible campus environment,” as well as The Chancellor’s Office Vision 2030 Action 11: “Climate - Advance community college engagement with the four fields of climate practice: facilities and operations, workforce and curriculum, community engagements and benefits, resource development.”</p> <ul style="list-style-type: none"> • Consensus to add a new goal. Word smithing will be needed for the above bullet.
6.	EPAC Presentation – New Standards Crosswalk	2:25	<ul style="list-style-type: none"> • Confirm the date of EPAC before working on this.
7.	PIE Update (Krupa)	2:40	<ul style="list-style-type: none"> • PIE via Nuventive is now available to users. • Some basic training materials are on the web. • Review of the VP PIE has begun. • PIE is currently working on training and presentations for users. • Mini-PIE workgroup: reviewing the process, purpose and function of VP PIES. And analyzing the whole PIE process. • Collection of some data from other colleges will be done, to see what their systems look like and see how we may want to adjust ours, and then make a recommendation. • The PIE committee will then decide if they want to adopt the change. Any approved changes would come to IEC for approval.
8.	Budget Committee Update (Rosa)	2:45	<ul style="list-style-type: none"> • Continue reviewing the committee goals. • Incorporating different topics such as the student center funding formula. • DEISA+ incorporated into the budget development and the rubric. • What is FON? It’s the number of faculty hires that we need to meet every year and we get a penalty if we do not meet it, including a penalty in our apportionment. • Budget presentation for IEC? Starting with the general budget. • R. Royce will work with VP M. Rodrigue to see if this is possible.

Fall 2023 Meetings: October 25th, November 8th, November 22nd, December 13th.