**Committee Name:** Institutional Effectiveness (IE)  
**Date:** 9/5/2014  
**Time:** 2:00 PM to 5:00 PM  
**Facilitators/Location/Chair:** Terrence Willett/SAC E. Room 225

### Attendees:
Terrence Willett, Chair; Marcy Alancraig, Lois Christos, Claire Conklin, Carter Frost, Laurel Jones, Rory O’Brien, Karen Reyes, Kathie Welch.

### Guests:

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<td>Introductions</td>
<td>15 Min.</td>
<td>• Terrence welcomed members, and thanked new member Claire Conklin for her participation. Introductions made.</td>
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<td>Institutional Effectiveness</td>
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<td>Approval of Agenda</td>
<td>1 Min.</td>
<td>• Agenda and minutes were unanimously approved.</td>
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| Review IE Mission & Purpose Action | 15 Min. | • Overview and purpose of I.E. Committee was discussed. Terrence referred members to his newly-created I.E. website: [http://www.cabrillo.edu/services/pro/ie/](http://www.cabrillo.edu/services/pro/ie/)  
• Terrence reviewed the following charge of the I.E. Committee. The Institutional Effectiveness Committee (IEC) reports to the College Planning Council (CPC) and serves as an Accreditation Steering Committee. The committee improves program planning and resource allocation processes to support student learning by:  
1. Ensuring program planning processes are documented.  
2. Providing assistance to units developing program plans including establishing baseline data, designing measurable outcomes connected to college strategic plans and utilizing findings from evaluation efforts  
3. Reviewing and analyzing goals to identify institutional themes to aid the integration of planning and resource allocation efforts | • Correct the spelling of Rory’s last name on IE website. | Institutional Effectiveness |
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| Review Accreditation Recommendations Action | 75 Min. | 4. Recommending improvements to processes to ensure efficacy in fulfilling the college mission and that the campus meets accreditation standards  
5. Communicating trends and findings with the campus community and visiting accreditation teams | • IEC members reviewed Cabrillo’s own Accreditation Self-Study recommendations, as well as those of the ACCJC Evaluation Site Team and progress made to date on each. All recommendations are available on the Smartsheet Terrence prepared, located at: www.smartsheet.com  
• Marcy suggested IEC meet with Laurel after her accreditation team visit to help interpret the latest accreditation standards. She suggested the IE Committee document and diagram existing processes for use in education campaigns to, e.g., train constituencies on the definition of “programs”, mapping to degree outcomes, and the like.  
• Kathie suggested IEC members become part of an accreditation team visit as a way to stay current on the latest accreditation standards.  
• Carter asked whether applications for funds are required to tie to/align with Program Plans and Strategic Plan goals. He suggested they should, as well as an assurance of fiscal accountability for funds received. The consensus was for the IEC to make these recommendations to all campus constituencies distributing funds/grants.  
• Terrence suggested a web-based, searchable grants database be established, in addition to an interactive Strategic Plan database. | • Marcy will add detail and updates to the Smartsheet, as appropriate.  
• Conduct an IEC education campaign; create/ provide a document and diagram of processes; send e-newsletter to “all” to summarize all big decisions made.  
• Meet with Laurel re: the latest standards, after her Accred. Team visit.  
• If possible, be part of an Accreditation Team visit.  
• Align requests for funds with Program Plans and require accountability.  
• Make recommendations to Faculty Senate and other constituencies, to tie application and approval of funding to program planning goals.  
• Karen will consider IE-related agenda items when... | Accreditation |
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| Identify & Prioritize Focus Areas Action | 35 Min. | • After identifying focus areas, the following were established as the top three IEC priorities, and related action items:  
1. **Accreditation recommendations**  
   o Refine steps in smartsheet  
   o Document college processes  
   o Assessing college processes  
     ▪ How do we assess in a timely fashion?  
     ▪ How do we respond to assessment results, what changes are made?  
     ▪ Who is assessing their processes?  
     ▪ Work on themes rather than detail level.  
   o Recommend improvements to processes such as:  
     ▪ Program planning processes  
     ▪ Resource allocation processes  
     ▪ Other processes  
   o Education campaigns on big decisions, processes, definitions, and recommendations  
     ▪ Engaging youtube videos | **convening Campus Efficiencies Task Force.** (e.g., the fund application item above.)  
• **Karen will contact Dennis for an update on Dennis’ Governing Board report on Program Planning recommendation #4, and learn when report was presented to Board.** | **Institutional Effectiveness** |
| | | • The consensus was to change the agenda to break before discussing focus areas. | | |
| Break | 15 Min. | • Kathie noted that the transition to a new program planning process for the campus will be challenging, and volunteered the Office of Instruction as a model, or test subject, to pilot and demonstrate the new structure. | | |
### Action Items and Timeline

- Terrence/PRO will develop Strategic Plan measurable outcomes, in collaboration with staff responsible for implementing the Plan’s objectives and action items.

### Primary Effectiveness Link

- Strategic Plan

### Effectiveness Links

1. Accreditation Self-Study:
   - [http://www.cabrillo.edu/services/pro/accred/](http://www.cabrillo.edu/services/pro/accred/)

2. Accreditation Recommendations:
   - [http://www.cabrillo.edu/services/pro/accred/pdf/accred-2013/Cabrillo_College_2-7-2014.pdf](http://www.cabrillo.edu/services/pro/accred/pdf/accred-2013/Cabrillo_College_2-7-2014.pdf)
   - Accreditation smartsheet:

3. College Strategic Planning:
   - [http://www.cabrillo.edu/services/pro/strategicPlanning/](http://www.cabrillo.edu/services/pro/strategicPlanning/)

4. Program Planning:
   - [http://www.cabrillo.edu/services/pro/programPlanning/index.html](http://www.cabrillo.edu/services/pro/programPlanning/index.html)