

**Committee Name:** Institutional Effectiveness (IE)  
**Date:** Wednesday, September 17, 2014  
**Time:** 9:00 - 10:30 a.m.  
**Facilitator/Location:** Terrence Willett/SAC 214

**Members (Attendees in bold):** Terrence Willett, Chair; Marcy Alancraig, Lois Christos, Claire Conklin, Carter Frost, Laurel Jones, Rory O’Brien, Karen Reyes, Kathie Welch.

**Guests:** Click here to enter text.

### Agenda Items:

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<th>Topic</th>
<th>Outcomes</th>
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<td>1. Introductions</td>
<td>Members welcomed and introductions made.</td>
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<td>2. Approval of Agenda and Minutes</td>
<td>Marcy asked that the 9/5/14 meeting minutes reflect members not in attendance. Summarize action items at bottom of template. Agenda and minutes approved with the above corrections noted. Members in attendance to be shown in bold.</td>
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<td>3. ARC Update</td>
<td>Marcy provided an ARC update. The Committee still working on Accreditation recommendation #2: “What is an academic program?” Terrence emphasized that it is critical to define, having a major impact on the term “program planning” and in determining the level of assessment. Marcy summarized as follows: each department oversees one program that oversees a number of certificates and degrees. There are cross-department/inter-disciplinary degrees to consider (e.g., Liberal Studies, currently under Counseling), in terms of appropriate assignment of assessment oversight. Laurel suggested a separate template for interdisciplinary programs. Terrence said the Admin Council and ARC are currently reviewing the proposed program planning template, which he showed to the Committee, noting the term “Unit Planning” is used in place of “Program Planning”; Marcy pointed out the Accreditation Team preferred “Program Review”. Rory, Carter and Laurel suggested ideas for culling Committee information, e.g., inclusion into a newsletter, calendar, and forming a flash mob.</td>
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<td>4. Accreditation Standards/Cabrillo Education Campaign</td>
<td>Laurel gave a report on her recent participation on an Accreditation Team. Laurel noted that the old accreditation standards were used for that visit, and that Napa and Long Beach are currently piloting the new standards, and the old rubrics are no longer being used. Marcy said she will be on a Team Visit this spring, 2015. Laurel mentioned Committee reps at CPC workshop received a flash drive containing tools to allow them to send back Committee updates electronically, and asked if this could be part of what is used in an education campaign. Marcy asked about frequency of required Committee reports. Laurel said reports are due once per semester from newly-formed Committees. Others due annually.</td>
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<td>5. Unit Planning/Program Review</td>
<td>Terrence suggested he, Marcy and Kathie, and Marcy suggested including Rory, meet before the next CIP meeting in October. Rory suggested those responsible for program review/unit review need templates and simple steps for practical help and encouragement and focus communications on positives. Claire asked if there are examples provided with the templates and Marcy said there are. Laurel, Claire, Rory and Marcy suggested PRO schedule more in-depth presentations with those whose plans are due, to go into depth, exploring, explaining, hands-on manipulation of the data that are available for their particular unit/program, and how and where to find them. Terrence noted CIP created a crosswalk where to find data and Marcy added that providing proactive assistance will be the task force’s job. Laurel suggested provide this information in an orientation for all new employees, and that trainings are now directing people to online trainings.</td>
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<td>6. Strategic Plan: Develop Measurable Outcomes; Align to ACCJC Benchmarks</td>
<td>Meeting time elapsed. Terrence to report back on this agenda item at the October 15 meeting. Marcy asked that the agenda begin with a discussion of the Accreditation Workgroup. Meeting adjourned.</td>
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### Meeting Summary or Take Away/Action Items:

1. Develop a Program, or Unit Crosswalk.
2. Terrence to oversee upgrade of 1st generation SLO Tracker.
3. Laurel will ask Cheryl to help develop attractive, easy-to-use templates for Committees reports.
4. Put CPC Committee templates on website.
5. Terrence will work with Marcy to update/review the Smartsheet.
6. Members asked to talk to Program Chairs about their experiences with Program Planning – ask CIP, Student Services Council and Admin Services’ permission to poll their directors.
7. PRO to set in-depth data presentations with those whose plans/reviews are due
8. Set timeline to reorganize the I.E. web site (fall 2014 or spring 2015?)
9. Marcy will discuss I.E. goals with ARC
10. Rory will talk with Marcy and Kathie re: input/ideas for CIP presentation
11. Laurel will provide the new ACCJC Standards (can be found at ACCJC.org)
12. I.E. Committee Members will read the new ACCJC Standards
13. Marcy will attend all Accreditation workshops at the RP Conference and participate on an Accreditation Site Visit in spring 2015.
14. Terrence/PRO will develop measurable outcomes, timelines and benchmarks for Strategic Plan – a user-friendly, standard suite of outcomes to present to the October 15 I.E. meeting.
15. Re-work meeting templates. Move meeting action items to bottom of minutes. Eliminate time and facilitator columns.

Accreditation Standards and Recommendations:
[http://www.cabrillo.edu/services/pro/accred/index.html](http://www.cabrillo.edu/services/pro/accred/index.html)

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