Committee Name: Institutional Effectiveness (IE)
Date: Wednesday, October 15, 2014
Time: 9:00 a.m. - 10:30 a.m.
Facilitators/Location/Chair: Terrence Willett/SAC 214

| Members (Attendees in bold) | Terrence Willett, Chair; Marcy Alancaraig, Lois Christos, Claire Conklin, Carter Frost, Laurel Jones, Rory O’Brien, Isabel O’Connor (representing Kathie Welch), Karen Reyes, Kathie Welch. |

| Guests: | Click here to enter text. |

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<thead>
<tr>
<th><strong>Agenda Items:</strong></th>
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<tbody>
<tr>
<td><strong>Topic</strong></td>
<td><strong>Outcomes</strong></td>
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<td>1. Introductions</td>
<td>Members welcomed and introductions made.</td>
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<td>2. Approval of Minutes</td>
<td>Use of “committee” in place of members’ names discussed. Minutes approved.</td>
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<td>3. Approval of Agenda</td>
<td>Agenda approved.</td>
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<td>4. Review Accreditation Recommendations</td>
<td>Additional detail added to Smartsheet. CurricUNET completion date changed to spring 2016. Progress will be included in mid-term accreditation report. It was recommended that the timeline and schedule also be included. Accreditation recommendations spreadsheet displayed and reviewed. Faculty mentoring pilot completed. Constituency training being implemented in CPC; can be modeled/forwarded to other committees, including use of Appreciative Inquiry (i.e., what’s working, where want to go). All but “decision” piece of Governance Manual approved. IE Chair developed a framework of metrics for program plan assessment. Per SLO Coord., the following definitions approved: “programs” are classes, and “departments” are people. PRO encouraged to improve process for sharing and explaining program planning data. Consensus to provide “all” with a summary/digest/bullet points of processes and important decisions made, in a clear, pleasing design format on one site, ideally accessed with one “click”.</td>
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<td>5. Discuss New Accreditation Standards</td>
<td>New accreditation standards shared by Student Learning Outcomes (SLO) Coordinator. Changes will require revision of Cabrillo’s SLO process. Tied to financial aid and other fiscal issues, colleges must now disaggregate degree and certificate data by ethnicity and other demographics. This will require tracking SLO results by student. Determine if software or other technology needed to implement new accreditation standards. If so, add to resource allocation requests. Offer Cabrillo as an ACCJC workshop site. Encourage next Cabrillo self-study Faculty Lead participate on an accreditation site visit. Provide trainings for teams that do accreditation self-studies.</td>
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<td>6. Review Action Items</td>
<td>As program planning components developed (e.g., google doc format) use I.E. members as test audience, consider focus group; have Director of EOPS/CARE/Fast Track To Work share with Student Services Council. Chair developed draft metrics including checklist metrics, and short-term, medium-term and long-term metrics. SLOs included in long-term metrics.</td>
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7. Resource Request Template  
This agenda item to be discussed at November 12, 2014 meeting.

8. Conclusion – Summarize Action Items/ Homework  
Add to Nov. 12, 2014 agenda: 1) Evaluation timeline. 2) Look at what is new and challenging in the new accreditation standards. 3) ARC update by SLO Coordinator re: assignment of Liberal Arts, etc. 4) Resource Request Template. 5) Set timeline for website update. 6) “Breaking News” update/newsletter to inform “all”. Action items itemized below.

**Action Items:**

1. Check with V.P., Instruction regarding AUO-revised process. (Terrence)
2. Check with V.P., Student Services regarding developing a culture of student success. (Karen)
3. Discuss AUO process in Admin Council. (Terrence)
4. Add what is needed to do for recommendation #1; add a master calendar. (Terrence)
5. Delete word “Division” on Program Planning page. (Completed by Terrence)
6. Chair will post diagrams. (Terrence)
7. Complete online Program Planning template for administration. (Marcy)
8. Develop formalized Program Chair training. (Marcy)
9. Create/implement participatory governance committee survey. (PRO)
10. Complete “decision” piece of Governance Manual by end of fall 2014 semester. (Laurel)
11. Consider doing content analysis of committee minutes. (Terrence)
12. Contact SLO listserv regarding new accreditation standards. (Marcy)
13. Determine date/location of upcoming regional ACCJC accreditation workshops. (Marcy)
14. Professional Engagement goal: Get staff and faculty on accreditation site visits. Lobby person who determines team makeup. (Laurel)
15. Read “What’s New” in bold on ACCJC website. (All I.E. Committee members)

**Effectiveness Links:**

1. Institutional Effectiveness:  
http://www.cabrillo.edu/services/pro/ie/
2. Accreditation Self-Study:  
http://www.cabrillo.edu/services/pro/accred/
3. Accreditation Standards and Recommendations:  
http://www.cabrillo.edu/services/pro/accred/index.html
4. College Strategic Planning:  
http://www.cabrillo.edu/services/pro/strategicPlanning/
5. Program Planning:  
http://www.cabrillo.edu/services/pro/programPlanning/index.html