Committee Name: Institutional Effectiveness (IE)

Date: Thursday, March 12, 2015
Time: 9:00 a.m. – 10:30 a.m.
Facilitators/Location/Chair: Terrence Willett/SAC 214

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

Guests: Steve Blohm and Terra Morris, Institutional Research Analysts; and Georg Romero, Library Director

Agenda Items:

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<th>Topic</th>
<th>Outcomes</th>
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<td>1. Introductions</td>
<td>The IE Chair welcomed Committee members, and guest Georg Romero, Library Director.</td>
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<td>2. Approval of 2/12/15 Minutes</td>
<td>The 2/12/15 minutes were unanimously approved.</td>
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<td>3. Approval of 3/12/15 Agenda</td>
<td>The 3/12/15 agenda was unanimously approved.</td>
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<td>4. 4/9/15 Meeting Absences</td>
<td>The Chair told members that he would be absent for the scheduled Thursday 4/9/15 IE meeting. The Group consensus was to cancel the April meeting. The next meeting will be on Thursday, 5/14/15.</td>
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<td>5. Consolidated College Digital Archives Project – Georg Romero</td>
<td>The Library Director distributed a handout and presented a compelling proposal for consolidation of Cabrillo’s primary digital archives in one primary location. Before presenting this proposal to CPC, the Library Director suggested forming a sub-committee with representatives from IT, IE, and the Library. IE Committee members voted unanimously to support this effort as well as the formation of a Digital Archive Sub-Committee. It was agreed the Sub-Committee will study the scope of project, identifying the core participatory governance records to be archived (e.g., Governing Board agendas/minutes, Faculty Senate, CPC, Sabbatical Reports, etc.), determine the project’s impact on IT, establish a timeline for implementation, and then present the proposal to CPC.</td>
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<td>6. Update on Institutional Effectiveness Partnership Initiative Advisory Committee (IEPIAC)</td>
<td>The V.P. of Instruction described the State IEPIAC as an umbrella IE Committee, with a newly hired Vice Chancellor heading it up, for the purpose of providing resources, grants, technical assistance and other services to colleges. She also noted they want to be sure colleges are appropriately tracking outcomes. The IE Chair noted he will report back on the Bay Area IEPIAC workshop he attends 3/27/15.</td>
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<td>7. Survey Update – Employee Campus Climate &amp; Participatory Governance Committee Surveys</td>
<td>It was the consensus of the group to administer the same employee survey instrument used in the past, after having the SLO Coordinator review it for any needed revisions. Only the wording of the Standards has been updated on the surveys since last administered; and the two separate but very similar staff and faculty surveys were combined into one instrument. After the SLO Coordinator’s review, PRO will email the survey to all staff and faculty in March, as well and create a digital link for committees required to report to CPC. The Student Rep. pointed out an efficient Google Doc created by a Student Senate rep which could be a good format for Committee facilitators to input their annual updates. The Lead Library/LRC Specialist, IE classified employee rep, reported that her evaluation of the participatory governance structure is well underway, noting anomalies requiring further study and recommendations. For completion of IE’s annual report, the Chair agreed to look into conducting a content review to quantify the infusion of evidence/data into participatory governance meetings.</td>
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<td>8. Resource Request Form/Process Update</td>
<td>Implementation and use of the new digital Resource Request Forms and process were discussed. The confidential classified employee representative noted they are all due on Friday 3/27/15 and that she has to date received no comments or complaints about the new forms or process. She asked if those submissions not accompanied by resource requests are of concern, i.e., perhaps the new form had been overlooked. The Chair asked if she would follow up with those not accompanied by resource requests to confirm submitters had no resource requests. The V.P. of Instruction noted that resource requests are often not included for various reasons, but agreed a follow-up would be a good idea this first year using the new format.</td>
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9. **College Strategic Plan Update**

A College Strategic Plan (CSP) update was presented at the March Governing Board meeting.

10. **Discuss Institutional Set Standards/Annual Report**

The VP of Instruction reported on new mandates with a June 30, 2015 deadline. ACCJC is focusing on colleges’ awareness of Institutional Set Standards and metrics. In addition, student outcome measures must be developed, as well as fiscal indicators. The Chair noted that 311 report data includes appropriate metrics to call. Guest Tera Morris, reported on Gainful Employment and other data and methodologies used to analyze existing indicators including 1) Institutional Set Standards, which the Chair noted will be presented at the April Governing Board meeting, and 2) Scorecard data, which is posted on the Accreditation website “Benchmarks” link: [http://www.cabrillo.edu/services/pro/accred/](http://www.cabrillo.edu/services/pro/accred/). The Chair noted that IE standards will be added to the site. Ideas to promote awareness of Institutional Set Standards were discussed including getting on agendas of participatory governance committees, including Faculty Senate, scheduling a related Flex activity, and incorporating them into the program planning process. For final presentation at the June, 2015 Governing Board meeting, the Chair said he will create a virtual document to include all compliance issues, to be approved at the June Board. The V.P. of Instruction noted that it is actually needed the month before, in April, for inclusion as an Information Item to the May Board; and in May for the final June Governing Board agenda item. The Chair asked that all IE Committee Members sign up for the Accreditation listserv and that he would get members the sign-up link: [http://listserv.cccnext.net/scripts/wa.exe?A0=ACCREDITATION](http://listserv.cccnext.net/scripts/wa.exe?A0=ACCREDITATION)

11. **Communication Timelines**

The V.P. of Instruction noted the Annual Report is due to the ACCJC, requiring updated assessments and data. Inactive courses are required to be included in the denominator, which unfortunately brings results down. The Chair added that there will also be an end of year summary of the Annual Report presented to CPC.

12. **Review and Summarize Action Items**

See Action Items listed below.

### Action Items:

1. Discuss status of Culture of Student Success/Student Equity Plan with V.P. of Student Services (Director EOPS/CARE/FTTW)
2. Work with the Library Director to establish a Digital Archive Sub-Committee. (Chair)
3. Report back to IE on the 3/27/15 Bay Area IEPIAC workshop. (Chair)
4. Administer Employee and Participatory Governance Surveys (PRO)
5. Update Institutional Set Standards on Cabrillo Accreditation website. (PRO)
6. Follow up where program plans not accompanied by resource requests (Confidential Classified Member)
7. Help update participatory governance charts/diagrams. (Lead Library/LRC Specialist, Classified IE Rep.)
8. Recommend to the President and CPC the establishment of a master list of committee info/detail, ideally on common website template for presentation to college community. (Confidential IE Rep. and PRO)
9. Implement participatory governance committee survey in April; start with committees reporting to CPC (PRO).

### Effectiveness Links:

1. Institutional Effectiveness: [http://www.cabrillo.edu/services/pro/ie/](http://www.cabrillo.edu/services/pro/ie/)
2. Accreditation Self-Study: [http://www.cabrillo.edu/services/pro/accred/](http://www.cabrillo.edu/services/pro/accred/)
3. Accreditation Standards and Recommendations: [http://www.cabrillo.edu/services/pro/accred/index.html](http://www.cabrillo.edu/services/pro/accred/index.html)
5. Program Planning: [http://www.cabrillo.edu/services/pro/programPlanning/index.html](http://www.cabrillo.edu/services/pro/programPlanning/index.html)