G R O S S M O N T
C O L L E G E

Institutional Excellence Council (IEC) Meeting Minutes
Aaron Starck / Bonnie Ripley – Co-Chairs'
Friday, December 9, 2016
11:00 am-12:30 pm
ASGC Conference Room

Member Name	Present	Member Name	Present
Aaron Starck, Co-chair		Bonnie Ripley, Co-Chair	
Nabil Abu-Ghazzaleh		Beth Kelley	
Joan Ahrens		Amir Law	
Jennifer Carmean		Lorenze Legaspi	
Martha Clavelle		Gerardette Nutt	
Michael Copenhaver		Lida Rafia	
Judd Curran		Laura Sahagun	
Marsha Gable		Nate Scharff	
Cindi Harris		Denise Schulmeyer	
Tate Hurvitz		Christopher Tarman	
Micah Jendian		Katrina VanderWoude	

Bonnie called the meeting to order at 11:09 am.

Bonnie pulled up the CPIE website and pointed out the current updates she had made to several of the pages. She will continue to update the site...

Approval of Notes

Prior meeting notes will be placed on the website for review and approval.

Additions to the agenda

Bonnie asked if there were any additions to the agenda. There were none.

SLO disaggregation – philosophy and process

Bonnie spoke about discussions that have occurred with the District and Cuyamaca regarding the accreditation stander to provide disaggregated reports on the student learning outcomes (SLO) results specifically tied to individual SLO's in individual courses. One possibility might be utilize Canvas to disaggregate information by student ID numbers based upon the SLO result which faculty would record onto Canvas. TracDat does not have the capacity to do this until approximately 2019. Another way to track this information would be through the Instructor Learning Management System (recording information into the gradebook). The group discussed how to introduce this accreditation requirement keeping in mind the challenge of combining the process and philosophy of SLO's. We don't want to create a process to facilitate reporting SLO's rather than support the process of SLO's.

Action Item: Aaron and Chris to coordinate a district wide meeting to discuss a process to request data reports.

Action Item: Aaron and Lorenze to meet with PD, CPIE, BS regarding Keycode structure.

Community College Survey of Student Engagement (CCSSE) results update

Bonnie is compiling data from the 2015 CCSSE. Various groups on campus are weighing in on how the data will be analyzed and shared out.

Accreditation Mid-term Report update

Aaron reported that the Accreditation Mid-term report is due in October. The draft went to the Board this week. All of the 2014 issues have been addressed. This report addresses the six self-identified action.

Strategic Plan/ATD update

Tate reported the Strategic Plan will go to the Board in October. There are four strategic goals.

Regarding Achieving the Dream we have we are working towards filling our commitments of hiring an Outreach Coordinator. The Outreach Coordinator (Eddie Vaquez) has been hired. Opening an Engagement Center. The search continues for the location to house the Engagement Center, and hiring a Retention Specialist. The writing of the Retention Specialist job description is almost complete.

Regarding the We're All In campaign Micah reported that almost every department was represented in some capacity. Over 255 folks signed pledge cards. There are several more who have spoken their support of the campaign. Micah is looking forward to the debrief session, and the big party in the quad on December 2, 2016. The team is working on survey elements to obtain student feedback and perspectives. The winner will be chosen after the student surveys are in. This is phase one of the campaign. Another push of phase one will roll out in the spring semester.

Student Learning Outcomes (SLO) update

Denise shared that she would be simplifying the Institutional Learning Outcomes to four or five measurable outcomes.

Beth spoke about the Basic Skills budget over the last six years. Last year in particular a substantial amount of funds went into tutoring. She recommend the formation of a workgroup to study the workings and outcomes of our current tutoring programs.

She also spoke about the State's charge to integrate SSSP, BS and SE in each college throughout California. She asked what part the IEC would take in this process.

Aaron stated that meetings have started to address the integration of these initiatives. He spoke about the importance of creating a process to coordinate the different initiatives and programs across campus to most effectively serve our students with best practices, and the utilization of funds which IFAS does not effectively track.

Lorenze echoed the above comments and spoke about the need to see the outcomes of tutoring and the different initiatives and programs in order to learn what is working and what needs to be restructured. He also spoke about the consideration of reorganizing the key code set up to streamline budgeting.

IEC: What is it? What should it be?

Bonnie introduced this discussion with the recommendation that the name be changed from Institutional Excellence to Institutional Effectiveness Council. The formation of the IEC was to create a space to discuss and analyze sophisticated data to make informed recommendations. Bonnie researched Institutional Effectiveness Councils at several colleges and learned that most of them oversaw the strategic plan, the goals and worked to align campus initiatives and work that was done on areas of campus. Aaron recommended we look at the charge of CPIE and IEC in terms of data needs, coordination, and initiation. Tate drew an example on the white board providing a visual to facilitate discussion (see attached diagram) on the coordination and charge of councils and committees on campus. The goal being to increase communication across campus aligning the programs and initiatives to work in a united and informed way to best use resources to better serve our students. In order to work towards this goal the group agreed that the first step would be to utilize technology like TracDat to bring all of the data together. Bonnie, Jennifer and Aaron will be attending a TracDat training the first week in October and will bring back information.

Meeting adjourned: 12:30 pm