



GROSSMONT COLLEGE

Institutional Effectiveness Council (IEC)

NOTES

Friday, 18 May 2018
11:00 a.m. – 12:30 p.m.
ASGC Board Room (60-207)

Attendees

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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bonnie Ripley, IEC Co-chair <input checked="" type="checkbox"/> Michael Reese, Interim Sr. Dean CPIE, IEC Co-chair <input checked="" type="checkbox"/> Christopher Tarman, Associate Vice Chancellor RPIE <input type="checkbox"/> Cindi Harris, Professional Development <input checked="" type="checkbox"/> Cindy Emerson, Classified Senate <input checked="" type="checkbox"/> Denise Schulmeyer, ISLO Coordinator <input type="checkbox"/> Gerardette Nutt, Program Specialist CalWORKS <input checked="" type="checkbox"/> Joan Ahrens, SLO Coordinator <input type="checkbox"/> Judd Curran, Chair of Chairs <input type="checkbox"/> Katrina VanderWoude, VP Academic Affairs <input type="checkbox"/> Lida Rafia, Dean Student Success and Equity | <ul style="list-style-type: none"> <input type="checkbox"/> Lorenze Legaspi, VP Administrative Services <input type="checkbox"/> Marsha Gable, VP Student Services <input checked="" type="checkbox"/> Martha Clavelle, Dean Counseling Services <input type="checkbox"/> Micah Jendian, Professional Development <input type="checkbox"/> Michael Copenhaver, Director Financial Aid <input type="checkbox"/> Monica Blando, Classified Senate President <input type="checkbox"/> Nabil Abu-Ghazaleh, President <input type="checkbox"/> Nate Scharff, Academic Program Review Chair <input checked="" type="checkbox"/> Shawn Hicks, Basic Skills Coordinator <input checked="" type="checkbox"/> Stacy Teeters, Research and Planning Analyst <input checked="" type="checkbox"/> Steve Davis, Academic Senate Vice President <input type="checkbox"/> Tate Hurvitz, Academic Senate President |
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1. Welcome and Introductions	Bonnie Ripley welcomed the council members
2. Review last meeting's Notes/Action Items	The notes were reviewed and all action items have been completed.
3. Additions to the Agenda, Announcements	<p>Stacy Teeters requested the council discuss potential survey and data needs for the Zero Textbook Costs (ZTC) grant. Some of the questions are: (1) How are the students doing in the ZTC courses? (2) Who are the instructors and what are the section numbers of the ZTC courses? (3) What are the faculty perceptions of ZTC? Time is running out to conduct a survey since the semester will be over in a few weeks. Mike Reese will reach out to Lida Rafia and Dave Dillon to learn what the needs of the committee are in order to satisfy the grant.</p> <p>Stacy requested that a Guided Pathways report out become a standing item on the IEC agenda. Stacy reported that the committee is working on a retreat. The committee is committed to understating what Guided Pathways is. They are looking into data and figuring out how the work will fit into all areas of Grossmont College. Bonnie, Stacy and Lida will be meeting next week to discuss data needs for Guided Pathways</p>
4. Accreditation/ISER Progress Update	<p>Mike Reese reported that the Accreditation Steering Committee (ASC) agreed that it would be beneficial to have a weekly meeting where the committee can gather to work on the writing of the ISER. Cindy Emerson will schedule weekly ISER Working meetings. The day of the week will vary to accommodate schedules.</p> <p>Tate Hurvitz will write the front matter of the ISER, ER's and QFE. Chris Tarman will email the list from the guide to Mike, Bonnie and Stacy prior to the DIEC meeting so they will be prepared to discuss the graphs, tables, data and who will work on them at the meeting. Each standard faculty chair will have the opportunity to work write over the summer as a Special Project. Cindy will email the standard faculty chairs the Special Projects form to complete and turn it into Mike prior to the start of the summer project. Stacy recommended that Grossmont Accreditation Steering Committee invite Stephanie Droker the Vice President of the ACCJC and host an afternoon with the Accreditation Writers from the District and Cuyamaca. Mike will speak with Stephanie to obtain a few dates that she would be available. Mike will coordinate with Brianna Hays and Chris Tarman regarding the invitees form their site. Cindy will coordinate the</p>

	<p>logistics and send out the invitations. Mike reported the ASC will hold Read-ins for each standard during Flex week. Bonnie recommended we work with ASGC to invite student to the Read-ins during flex week. Cindy will follow up on this. Bonnie stated that the drafts of each standard needed to be reviewed and edited by someone besides the writer(s) prior to the read-ins; Lorena Ruggero volunteered for this duty. Bonnie will provide Cindy with the dates for the drafts to be turned in. Cindy will include the dates in the email she sends to the ASC when she informs them of the weekly ISER writing meetings.</p>
<p>5. Review KPI, Transfer & District set standards</p>	<p>Bonnie distributed the 2018 GC KPI Standards and Targets. Results were discussed including noting the large increase in math student success as well as degrees/certificates awarded. The transfer metric was changed, per discussion at May 2017 IEC meeting to require students to take 12 units at Grossmont (previously 3). The new metric needed a standard/target set, and based on data for the past three years the committee did so. Discussion rose over the appropriateness of all the metrics being reported and a need to highlight the metrics in the District and College strategic plans. Chris Tarman, Mike Reese, Stacy Teeters and Bonnie Ripley will meet over the summer to prepare a proposed suite of metrics at the September 2018 meeting.</p>
<p>6. Student Learning Outcomes update</p>	<p>Joan Ahrens reported that she, Stacy Teeters, Denise Schulmeyer and Mike Reese participated conference call with Dr. Nancy Quam Wickham, our NILOA (National Institute for Learning Outcomes Assessment) coach. Dr. Wickham is a history professor at CSU Long Beach and had an excellent background in outcomes assessment. She has agreed to provide coaching on outcomes assessment tailored to our instructional, student services, and administrative units. Joan will contact Bernadette and our PD office to determine the best time and date for Dr. Wickham to conduct the coaching. Mike will speak with Cabinet about the benefit/importance of Administrator and Deans participating in the coaching sessions since they are the ones who oversee and assure that our assessment outcomes are done correctly.</p>
<p>7. SS&E update</p>	<p>Tabled to the next meeting</p>
<p>8. CCSSE/SENSE modules and SOSE</p>	<p>Mike Reese reported that Cabinet determined the Guided Pathways module would be administered with the SENSE in the fall. SOSE will not be administered since the survey is intended only for students who are 100% online learners, since Grossmont has very few full time online students.</p>
<p>9. Mission Statement update</p>	<p>Denise Schulmeyer reported that Cabinet requested a few changes to the Mission Statement Draft. She will be meeting with the taskforce over the summer to discuss the changes. The Mission Statement will then be reviewed by Cabinet and presented to the college for approval in the Fall.</p>
<p>10. Governance Re-org update</p>	<p>Bonnie reported the next Governance Reorganization meeting will be in the beginning June. The Faculty Handbook is due in the beginning of June.</p>
<p>11. Annual Unit Plan Templates/Process</p>	<p>Mike reported that a trial run of the annual unit plan will start in the summer.</p>
<p>12. Work Ahead a. Set targets/standards for Strategic Plan metrics b. Review Charge and Composition</p>	

Next Meeting	Friday, 21 September 2018, 11:00 am -12:30 pm, ASGC Board Room (60-207)
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