GROSSMONT COLLEGE
Institutional Effectiveness Council (IEC)
NOTES
Friday, 7 September 2018
11:00 a.m. – 12:30 p.m.
ASGC Board Room (60-207)

Attendees

☒	Bonnie Ripley, IEC Co-chair	☒	Marsha Gable, VP Student Services
☒	Michael Reese, Interim VP Academic Affairs, IEC Co-chair	☐	Martha Clavelle, Dean Counseling Services
☐	Aaron Starck, Dean Admissions, Records & Financial Aid	☐	Micah Jendian, Professional Development
☒	Bill McGreevy, Interim VP Administrative Services	☒	Michael Copenhaver, Director Financial Aid
☐	Christopher Tarman, Associate Vice Chancellor RPIE	☐	Monica Blando, Classified Senate President
☒	Cindy Emerson, Classified Senate	☐	Nabil Abu-Ghazaleh, President
☐	Denise Schulmeyer, ISLO Coordinator	☐	Nate Scharff, Academic Program Review Chair
☐	Gerardette Nutt, Program Specialist CalWORKS	☒	Sam Ballard, Research Supervisor
☒	Joan Ahrens, SLO Coordinator	☒	Shawn Hicks, Basic Skills Coordinator
☐	Judd Curran, Chair of Chairs	☒	Stacy Teeters, Research and Planning Analyst
☒	Lida Rafia, Dean Student Success and Equity	☒	Tate Hurvitz, Academic Senate President

Items	Follow-up and Acton Items
1. Welcome and Introductions	Bonnie Ripley welcomed Sam Ballard, the Research Supervisor in the RPIE office to the committee. Chris Tarman, Assoc. VC Research Planning & Technology would like Sam and Shannon Cadagan, Chris's Administrative Assistant, to be copied on all emails that are sent to him.
2. Review last meeting's Notes/Action Items	Bonnie announced that all Action items have been completed. Bonnie reviewed the updates to the Accreditation and CPIE webpages.
3. Additions to the Agenda, Announcements	1) Bonnie requested IEC to recommend to President Abu-Ghazaleh that the contract withTracDat/Nuventive be upgraded to include technical assistance and to hire a "liaison" who would work on campus to help departments enter data and to help redesign the interface. We have money for these two items from the IEPI proposal. The committee requested a written proposal to review. *Action:* • Joan Ahrens will write proposal and coordinate with Tate Hurvitz and Bonnie to coordinate the proposal with other college and district conversations. • Cindy Emerson will email the proposed recommendation to the IEC members. • IEC members will review the proposal and respond via email to Cindy with their yes/no to move forward. • If there is consensus to recommend, Bonnie will present the recommendation to the President. 2) Bonnie requested discussion regarding faculty staffing. Bonnie is compiling data and was surprised that departments with little likelihood of getting positions supported based on their department data were applying. There is currently no step where applications can be rejected—the impact of this is in time spent compiling the data and reviewing the proposal. Tate noted that some departments may be requesting staffing in order to re-orient the department to help improve their performance. The relationship between the recommendation from the program review committee and the staffing committee rubric needs to be clarified due to ongoing issues. Mike

	noted that the faculty staffing rubric was being updated and would be sent to Bonnie to review. The discussion was tabled since the current process has already started. With the new Governance structure, such checks and balances will be formally established after it is instituted for next year. 3) Bonnie reported that she had met with Bill McGreevy and Patty Sparks to discuss Administrative Services Program Review and they have a plan to begin the process by the end of this semester. *Action:* • Mike will send the updated staffing rubric to Bonnie.
4. Accreditation/ISER Progress Update • ACCJC V.P. visit on September 26th	Mike Reese reported that Stephanie Droker, Grossmont/Cuyamaca College Districts ACCJC Staff Liaison will be visiting Cuyamaca on Tuesday, September 25th and Grossmont on Wednesday, September 26th for advanced ISER training. Stephanie will be here as a coach (not a judge) so we can ask her questions. The data cut-off date for the front matter data sets has been confirmed with Stephanie at the end of the 2017-18 academic year. We will also be cutting off college activities that are ongoing at the end of Fall 18. However, we will report on developments that are happening around the college prior to the site visit as an update. Mike reported that Cabinet is working on reassigning work load for an individual (potentially tech-savvy staff) who will support Bonnie in gathering evidence, and to work on making sure the information is readily available on the college website. In addition a faculty on reassigned time will also be recruited to help. Bonnie and Tate highlighted the benefit of having a faculty helping out with the web site improvements.
5. Review KPI and set standards	Bonnie distributed a draft of the College KPI list for 2018-2019 (attachment #1). She asked the committee to review and make recommendations based upon the criteria below. • The information on this list will be turned into a dashboard on the CPIE website, representing a brief overview of the whole college. • A review is needed to incorporate Grossmont and the District's Strategic and integrated plans. • Another consideration is to incorporate various initiatives; Pathways, Acceleration, and Strong Workforce • Since the state is changing metrics it is also timely to make sure we are matching our focal metrics to the Simplified Metrics Initiative and Student Centered Funding Formula (SCFF or "scuffle") The old metrics and new metrics were briefly reviewed. One difference is that we need to decide if we will use unduplicated numbers for certificates/degrees. Some of the metrics are shifted slightly from the Scorecard to shorter time frames reflecting the guided pathways thinking. Data issues were also discussed that relate to Simplified Metrics. Students will be grouped and outcomes measured based on Ed Goal, so we need a better system for making sure the student's informed ed goal is accurate. Lida suggested that using language/choosing parameters that emphasize retention, completion and equity will indicate to the college the importance of these measures. The suggested metrics are lacking a specific equity goal but the committee did not reach agreement on what that should be. *Action:* • Cindy will email the Draft of the College KPI list for 2018-19 to the IEC members. • IEC members will review and email Cindy with any changes or suggestions. • Stacy will research examples of equity goals on other college's dashboards. • Bonnie will review the email responses from IEC and incorporate them into the draft to be re-reviewed at the next meeting.

6.	Student Learning Outcomes update	Joan Ahrens thanked the IEC members for rescheduling the September meeting so NIOLA Outcomes Assessment Workshop could be held on September 21st. She extended an invitation to the IEC members. An announcement will go out for a replacement SLO Coordinator as soon as the release time has been approved. Two SLO Coordinators will be hired. One for faculty and one for student services.
7.	SS&ET update	Lida Rafia reported that there will be a 12 Gateway Courses; World Café Forum on Friday, September 14th between 9:00 am - 2:00 pm, and the 3CSN 3rd Annual SoCal Equity Institute, "Building Equity – Mindedness to Support the Vision for Success" on October 19th and 20th. She extended an invitation to the IEC members and encouraged them to share the information out.
8.	Guided Pathways update	Marsha Gable reported that the Guided Pathways Retreat was held on August 9th. She is focusing on identifying a job description for faculty reassignment to provide leadership for pathways. She will work with Academic Senate and Human Resources. The taskforce is planning to visit Mt. San Antonio College and Bakersfield College. They need divisional representatives so they can link the pathways work with other committees on campus. Darla Cooper from the RP Group will come to campus to present. The next taskforce meeting will be on September 20th. The program mapping group will have their first meeting this semester.
9.	Mission Statement update	Cindy shared the latest draft of the campus mission statement (Attachment #2) on behalf of Denise Schulmeyer. It was the unanimous decision of IEC to support its adoption—marked improvement was noted in some of the language and praised. Denise has presented the updated draft to Classified Senate, ASGC, and will visit Academic Senate and the Administrators Association. Once all of the constituencies have voted she will present to Presidents Cabinet. The plan is to visit President's cabinet on October 2nd.
10.	Governance Re-org update	Tate reported that the constituencies are in the phase of sharing and soliciting feedback to take to the next GOSC meeting on September 27 & 28. Special attention to the proposed Planning and Institutional Effectiveness Committee Charge and Composition were requested of IEC members, as this committee will replace IEC. A final draft will be written and it will be taken back to the constituencies to vote. The call-outs and trainings to populate and fill the committees will take place in November & December. The new structure will start in January. *Action:* • Cindy to email the existing IEC Charge and Composition (Attachment #3) and the Planning and Institutional Effectiveness Charge and Composition (Attachment 4) draft to the committee for review and feedback. Any comments/suggestions need to be related to Bonnie or Tate
11.	Annual Unit Plan Templates/Process	Mike reported that the Annual Planning updates will be presented on October 1st to Academic Senate.
12.	Work Ahead a. Review Charge and Composition	**Agenda items for next meeting: Review and agree on metrics, set targets and standards for them.**

Next meeting	October 12th; ASGC Board Room

DRAFT COLLEGE KPI LIST FOR 2018-19

College Fiscal Health	Enrollment (FTES, Unduplicated student count)
	WSCH/FTEF
Outreach	% First time student cohort completes transfer-level English/math in one year
	% of first-time students who enroll in the first year in a math AND English/ESL sequence
	First time student cohort degree/certificate completion within 4years
Engagement&Retention	% success in ALL courses
	% retention in ALL courses
	% success in 100% online courses
	% retention in 100% online courses
	First time student cohort attaining 12/15 units in first term and 24/30 in first year
	First time student cohort persistence (Fall to Fall, Fall to Spring)
Completion	# of degrees* (possibly completion rate for degree-seeking, within 4 yrs)
	# of certificates* (ditto)
	transfer rate for transfer-seeking first time students, within 4 yrs
	something for CTE?
	Average time to completion (degree-seeking, transfer)
*unduplicated??	Average units of degree-earners (degree-seeking, transfer?)

 In future, ability to drill down and look at equity gaps for each metric,
for now, check all metrics and only report on ones with gaps

Vision

Transforming lives through education

Mission

Grossmont College provides an exemplary higher education learning environment through comprehensive and innovative instructional programs and student support services.

By advancing equity and inclusion, we prepare our diverse student population to lead and engage with local and global communities.

We fulfill our mission by providing the people of East San Diego County and other communities with:
- Associate/transfer degrees and certificate programs
- Career education and workforce development
- Preparation for collegiate success
- Exploration of academic and career options
- Lifelong learning opportunities

INSTITUTIONAL EXCELLENCE COUNCIL	
Charge	This council will monitor and support campus institutional effectiveness and continuous improvement by: • Leading broad, periodic review of vision and mission statements • Developing a college strategic plan and monitoring progress on strategic plan key performance indicators (KPIs) and other student success outcomes measures • Planning and implementing the annual College Planning Forum • Working in conjunction with the district Office of Research, Planning, and Institutional Effectiveness, develop, monitor, and update the college research agenda • Monitoring progress on continuous improvement addressing accreditation recommendations • Providing a venue for sharing information and progress on performance indicators (including assessment of student outcomes) and other information with the college and outside communities • Making recommendations to various campus committees and councils to inform future planning. This council makes recommendations to President's Cabinet.
Meeting Schedule	Third Fridays @ 11:00-12:30
Chair / Co-Chair	Sr. Dean, College Planning and Institutional Effectiveness Program Review Research Liaison
Composition	• President • Vice President, Academic Affairs • Vice President, Administrative Services • Vice President, Student Services • Director of Financial Aid • Student Services Dean • Instructional Dean • Classified Senate unit representatives (3) • Academic Senate President or designee • Chair of Council of Chairs and Coordinators • ASGC President or designee • Student Services Faculty member • Accreditation faculty co-chair (most recent) • SLO Coordinator • Program Review chairs (all three areas) • Co-chairs of Planning and Resources Council • Basic Skills Committee co-chairs • Freshman Academy Coordinators • Professional Development Coordinator(s) • Resource: Sr. Dean, CPIE
Adopted	August 22, 2008
Revised	May 2014
Notes	
Support Staff	

Planning and Institutional Effectiveness Committee
Purpose
The goal of the Planning and Institutional Effectiveness Committee is to help the college maximize the utilization of resources to improve student learning and achievement by analyzing data. It uses environmental scan data and institutional outcomes to drive institutional responses, and to ensure effective and continuous quality improvement. The committee reviews program assessment results against the college's mission, values, and strategic goals. The committee is also responsible for assuring the continuous integration of planning across the campus, regularly evaluates the college's progress to ensure institutional effectiveness, and reviews the EMP every five years.

Responsibilities
- Reviews the 10-year educational master plan and six-year strategic plan to ensure alignment, and evaluate its progress.
- Initiate and review the process for the periodic review of the mission, vision, and values.
- In conjunction with the Student Success and Equity Committee, use student access, success, and equity data and research to assess effectiveness of various programs and the college as a whole.
- Lead program review processes and facilitate data-informed conversations about department and institutional performance to drive long-term college planning.
- Evaluate institution-set standards and student achievement goals, including Scorecard and IEPI accountability metrics, and other student success outcome measures.
- Analyze data for and support the development of college plans and planning activities.
- Assist the College Council in development of evaluation plans for major initiatives/projects.
- Champion data-based decision making.
- Continually compile evidence related to accreditation Standard I.A., I.B, and I.C. as well as other relevant accreditation requirements, and monitor the college's ongoing compliance with these requirements.

Membership
Co-chairs:
Senior Dean, College Planning and Institutional Effectiveness
Classified, Faculty or Student selected by constituency group (Rotates annually)
Constituency Members:
3 members each from Classified Senate, Academic Senate, Associated Students of Grossmont College, Administrators' Association.
Ex-officio members:
Dean, Student Success and Equity
SLO coordinator
Data liaison(s)
Advisory members:

Vice President of Academic Affairs
Vice President of Student Services
Vice President of Administrative Services
District Planning and Research Analyst (campus-based)
Academic Program Review, co-chair
Student Services Program Review, chair

Meeting Dates
Third Friday, 11 a.m. – 12:30 p.m.

Link to agendas and minutes:

Accreditation Standard
Standards I.A., I.B., I.C.