

Institutional Effectiveness and Development Committee

Membership

April 5, 2022 Membership Present

IEDC Cochairs

Associate Dean of Institutional Effectiveness, Equity and Student Success	X	Yolanda Catano			
Faculty Member	X	Dr. Sydney Rice			

Voting Membership

Three (3) administration representatives	X	Javier Luna	X	Lupita Castro	X	Betsy Lane
Human Resources representative	X	Clint Dougherty				
Director of Institutional Research	X	Jose Carrillo				
Two department chairs		Jill Nelipovich		Vacant		
Continuous Accreditation Readiness Team (CART) chair	X	Dr. Jia Sun				
Pathways to Student Success Committee chair(s) one vote	X	Dr. Leticia Pastrana, or,		Veronica Soto-Figueroa		
Program Review Committee representative		Dr. Daniel Gilison				
Academic Senate full-time faculty representative (IEDC cochair or designee)		Dr. Sydney Rice				
Academic Senate part-time faculty representative	X	Benny Benavidez				
One (1) student representative (appointed by ASG)		ASG Senator	X	Daniela Hernandez		
Two (2) classified representative		Genaro Ayala	X	Patricia Robles		
Classified Confidential representative	X	Linda Amidon				

Resource Members (nonvoting)

Superintendent/President		Dr. Lennor M. Johnson				
Distance Education Coordinator		Xochitl Tirado				
Outcome & Assessment Coordinator		Kevin Howell				
ICC representative (Associate Dean of Institutional Effectiveness, Equity and Student Success)	X	Yolanda Catano				

Recorder

Recorder		Mabel I. Vargas	X	Jessica Prock		
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Visitors

	X	David Drury				
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A. Call to Order:

Chair Sydney Rice called the meeting to order at 2:32 pm

B. Consent to Agenda:

1. Approval of the Minutes for March 1, 2022
(M/S/C) Lupita Castro and Javier Luna to approve the minutes from March 1, 2022
Patricia Robles (abstain)

C. Area Reports:

1. Program Review Committee:
 - Co-chair Jose Carrillo provided an update for the Program Review Committee:
 - The committee reviewed the 2022-2023 Program Review timeline to align to other timelines; In some areas, they were able to extend the timeline;
 - Discussing ways to better review / evaluate the PR process;
 - Discussed what program review means for the institution;

D. Presentations:

None

E. Information & Discussion:

1. Mission, Vision, and Values – Survey:
 - Yolanda Cataño provided a view and information of the survey to be sent to the campus.
 - Survey will be distributed to everyone on campus and available for approximately one month.
 - Survey results will be gathered and evaluated by Yolanda Cataño and Jose Carrillo, then presented to ICC.

2. ACCJC Midterm Report:

- Jia Sun reported that the ACCJC report went through the CART Committee at the last meeting in March.
- Provided information showing a tentative timeline that worked backwards from the due date.
- The report needs to be 100% complete by February 2023; In the fall 2022 the report should be 80% written with minor data needed to be input in the early part of 2023.
- The CART Committee gathered members and identified those responsible (the "leads" for each of the areas).
- If anyone on this committee thinks there is someone that should be added to one of the groups, please let Jia Sun know.

- For the April, May, and June cart meeting there will be a standing item for an update on the writing progress.
- Linda Amidon shared the timeline with Adriana Sano in the President's Office and she will confirm the dates for the first and second read by the Board with the President; Adriana's initial suggestion is that the first read take place in February and second read in March; Linda will follow up with her.

3. ACCJC Annual Report:

- Jia Sun reported that the Annual Report presented to the committee is a statement of facts and there is not much up for deliberation.
- The fiscal report has information regarding the fiscal health / state of the college; the fiscal report is provided by the CBO office.
- The data report has enrollment, completion, success, retention, licensure passing, and data for the last 3 years; the data report is provided by the CIO office.
- The data report has some of the things that will need to be deliberated to see if it meets our institutional standards; a task force will meet to discuss all of the information in this report and come up with recommendations on where the College is, which will go into the mid-term report.
- This report is information only as it goes from the college straight to ACCJC. The CART Committee approved it at their March meeting and it is due to ACCJC in April.

4. Professional Development Workgroup Update:

- Lupita Castro provided an update regarding the process for Professional Development requests.
- Employees will use Team Dynamix to submit a request for professional development.
- There are separate processes for classified and faculty.
- Information will be provided via email blast letting employees know of the funding available; this committee should also spread the word throughout the campus.
- Budget as of March 2022 – Classified \$17,000; Academic \$22,000; District \$13,000

5. Governance Metasystems Evaluation Survey:

- Reviewed the survey that will be sent to all committee chairs to be distributed to all committee members.
- There will be 1-2 months allowed to fill out.

6. Program Review Handbook:

- Jose Carrillo presented the new Program Review handbook for the first reading by this committee; please email any recommendations to Daniel Gilison and/or Jose Carrillo.
- The handbook was reviewed and approved by the Program Review Committee.
- The handbook should serve as a tool for anyone with questions regarding Program Review.
Dave Drury would like the handbook to go to instructional council for review and recommendations before it approval.

7. Membership Vacancy:

There is currently one seat vacant for faculty/department chair.

F. Action Items:

None

G. Next Meeting:

1. May 3, 2022

H. Adjournment:

Meeting was adjourned at 3:16 p.m.