Minutes of Institutional Effectiveness Committee
Held on January 28, 2019
Held in Building 6, Room 6-203

Chairperson:
Karen Wong

Members Present: Steve Aurilio, Grace Beltran, Sara Benchohra, Wissem Bennani, Jim Bowsher, Tony Brunicardi/ Jan Fosberg, Zahra Mojtahedi, Nicole Porter, Michael Reiner, Kwame Thomas

Members Absent: Stephen Fredericks, Jim Houpis, Evan Leach, Gabriela Nocito, Suji Venkataraman

Vacancies: Academic Senate

Resource:
Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. **Call to Order**
    Karen Wong called the regular meeting to order at 2:16 p.m.

II. **Approval of Agenda**
    A motion was made by Jan Fosberg and seconded by Steve Aurilio to approve the January 28, 2019 Agenda as written. Motion carried unanimously.

III. **Approval of Minutes**
    No change was proposed on the November 26, 2018 Minutes. Thus, the November 26, 2018 Minutes were approved as written.

REPORT/ DISCUSSION

IV. **Employee Voice Survey Results: Participatory Governance**
    Zahra and Karen presented and facilitated a discussion of the Participatory Governance Survey Results. The discussion drew from the Employee Voice Survey, administered in Spring 2018, and the Participatory Governance Survey, administered in Fall 2018.

    The session focused on two key findings. One is that administrators/ managers have different perceptions about how much the College encourages faculty and staff to participate in the decision-making process. Another is that a little over half of the respondents indicated that they didn't know the distinction between governance committees, task forces, and operational work groups.

    Members, in pairs or small groups, discussed what may account for the results and suggestions for improvement:

    -   Staff/faculty are more likely to provide feedback for decision making or improvement when they see changes are possible and that they will not be reciprocated against for expressing contrary views.

- Staff/faculty participating as committee representatives may not necessarily have adequate knowledge about the subject of discussion, or be familiar with a committee's charge. In particular, there is tension between speed to implement and inclusion of various perspectives.
  - o Suggestions for improvement included providing an orientation or training manual for new committee members, peer mentoring from the preceding year's representative and/or dean, a centralized website with updated information, and an end of year evaluation by each committee.
- Staff/ faculty aren't clear on the decision-making process.
  - o A suggestion for improvement was to create functional flow charts that are accessible to the college community. They can be issue driven, for instance a functional flow chart on resource allocation.
- Soliciting feedback may not take place in a timely manner; decisions are heard about after the fact.
  - o Suggestions for improvement included strengthening communication between the area representatives and the constituents they represent, the committee chair providing a consistent message for members to communicate out to their constituents, creating a shared document for committees to highlight impending major decisions, and creating an online comment/feedback/inquiry portal for each committee for those who aren't members to give input.

V. California Community Colleges Chancellor's Office (CCCCO) Vision for Success

Karen provided a brief overview about CCCCO's Vision for Success. The average student spends excess time and accrues excess units enroute to earning a certificate, associate degree and/or transfer, which not only increases students' overall expenses for those who complete, but also may discourage students altogether from persisting in acquiring their higher education. The CCCCO's Vision for Success recognizes the pressing need to enable students to achieve their goals. Intending to have a large scale impact, the CCCCO is requiring colleges to align local goals with System goals, and effect change at the local level. To that end, colleges are to set five goals in accordance with the Local Goal-Setting Guidance. Benchmark setting will be take place in subsequent meetings for the following five goals:

1. Goal 1: Completion
2. Goal 2: Transfer
3. Goal 3: Unit Accumulation
4. Goal 4: Workforce
5. Goal 5: Equity

VI. Think/ Pair/ Share on what you'll bring back to your area

Members were reminded to report back to their constituents about IEC agenda items that were of significance to them.

ANNOUNCEMENTS
VII. Reminders for the representing areas

A. Accreditation Forum will be held on Wednesday, February 6, 2019, from 2:00 to 3:00 p.m. Location to be announced after the Census day. The Accrediting Commission for Community and Junior Colleges (ACCJC) visit will be on September 30 to October 4, 2019.

B. SLOAC Work Session will be held on Friday, March 1, 2019, from 1:30 to 3:30 p.m. in Rooms 6-202 to 6-206. Key resources are SLOAC coaches, an updated SLOAC Framework and website, and refreshments.

VIII.   IE Committee Meetings

Please designate the following Mondays for the 2018- 2019 Institutional Effectiveness Committee meetings from 2:10 – 4:00 p.m.: February 25, March 25, and April 22.

NEXT REGULAR MEETING

The next regular meeting will be held on February 25, 2019 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:30 p.m.

Minutes were approved by Members on February 25, 2019.