Institutional Effectiveness Committee (IEC): Onboarding

October 31, 2024

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Welcome!

- Provide committee overview

- Establish baseline context

- Preview tasks

- Share timeline

- Establish process for decision-making

- Expect iteration

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Meeting Agenda: 5 Whys and 1 How

- Who makes up the IEC?

- Why is there an IEC?

- What is the IEC's purview?

- When will the IEC work?

- Where is IEC's work documented?

- How will the IEC conduct its work?

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IEC Membership

Name	Position	Constituency
Ajani Byrd	Dean, Institutional Equity, Inclusion, & Diversity	Administrator
Dolores Davison	Faculty Supporting Faculty representative	Faculty
Doreen Finkelstein	Classified Senate President	Classified Staff
Stacy Gleixner	VP, Instruction	Administrator
Laurie Scolari	VP, Student Services	Administrator
Voltaire Villaneuva	Academic Senate President	Faculty
Bret Watson	VP, Finance & Administrative Services	Administrator
Phuong Tran	Classified Senate representative	Classified Staff
Elaine Kuo	Chair (ex-officio)	Classified Staff
Kelaiah Harris	Program Coordinator, Instruction (ex-officio)	Classified Staff

IEC Membership

- Membership is appointed by constituency group
  - Administrators: President's Office
  - Classified Staff: Classified Senate
  - Faculty: Academic Senate
  - Student: ASFC
- Membership term length: 2 years

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IEC's Purpose

- Focus on continuous improvement efforts that drive the college mission
  - Facilitate college-level discussions about institutional improvement efforts
  - Support assessment and evaluation of institutional plans and initiatives for effectiveness
  - Promote cross-college dialogue

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IEC's Charge

- The Institutional Effectiveness Committee serves to promote ongoing and continuous improvement through the evaluation and assessment of college processes that supports the mission and advance institutional quality.

- This committee meets every 3-4 weeks and reports to MIPC.

IEC's Purpose + Accreditation

- ACCJC Standard 1.4: The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

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IEC's Purview/Scope of Work, 2024-25

- Establish 8-year year planning calendar

- Sunshine institutional-level planning documents

- Sunshine institutional-level improvement efforts

- Support program review/resource request evaluation

- Support governance evaluation

- Support accreditation process/cycle

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IEC's Responsibilities

- Support integrated planning

- Establish ongoing updates (evaluation of processes?)

- Communicate institutional progress toward its goals (MIPC quarterly reports in first year?)

- Form subcommittees when needed

- Make recommendations to MIPC

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IEC's Timeline and Deliverables

Fall 2024

- Institutional Planning documents
- SLOs
- RSI
- Program Review process

Winter 2025

- Accreditation: Commission Action
- Institutional Initiatives
- Program Review templates/rubrics
- SLOs/RSI

Spring 2025

- Program Review templates/rubrics
- Resource Request process/template
- Governance evaluation
- Establish 8-yr planning calendar

IEC's Deliverables

- Documentation about institutional plans and initiatives

- Establishing an 8-year planning calendar

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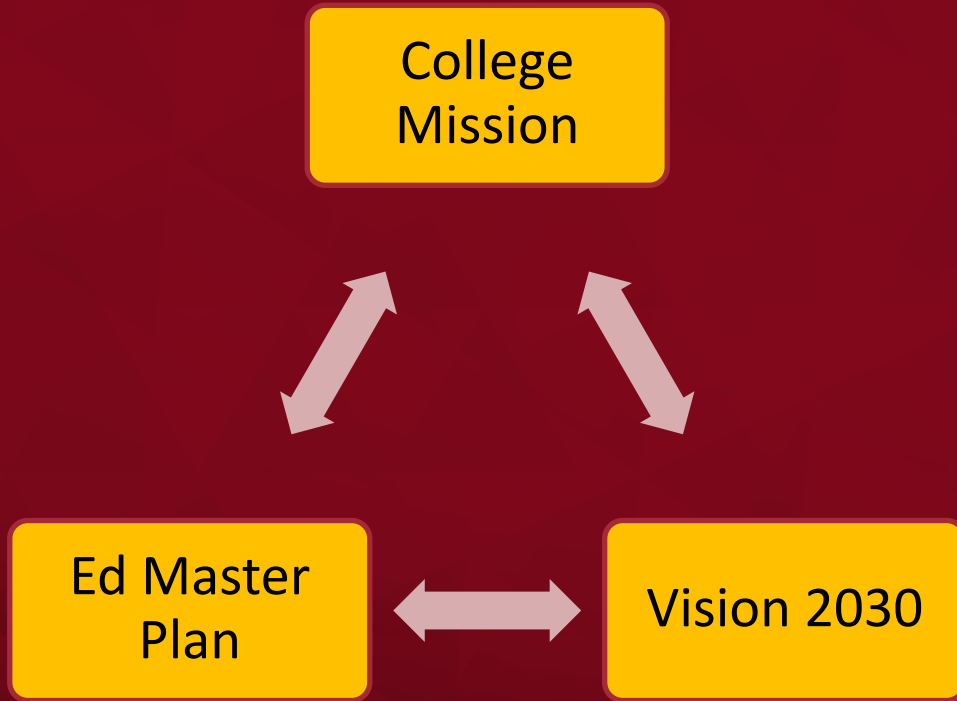COLLEGE

What are we missing?

Institutional Plans

- Facilities Master Plan
- Student Equity Plan
- Technology Plan
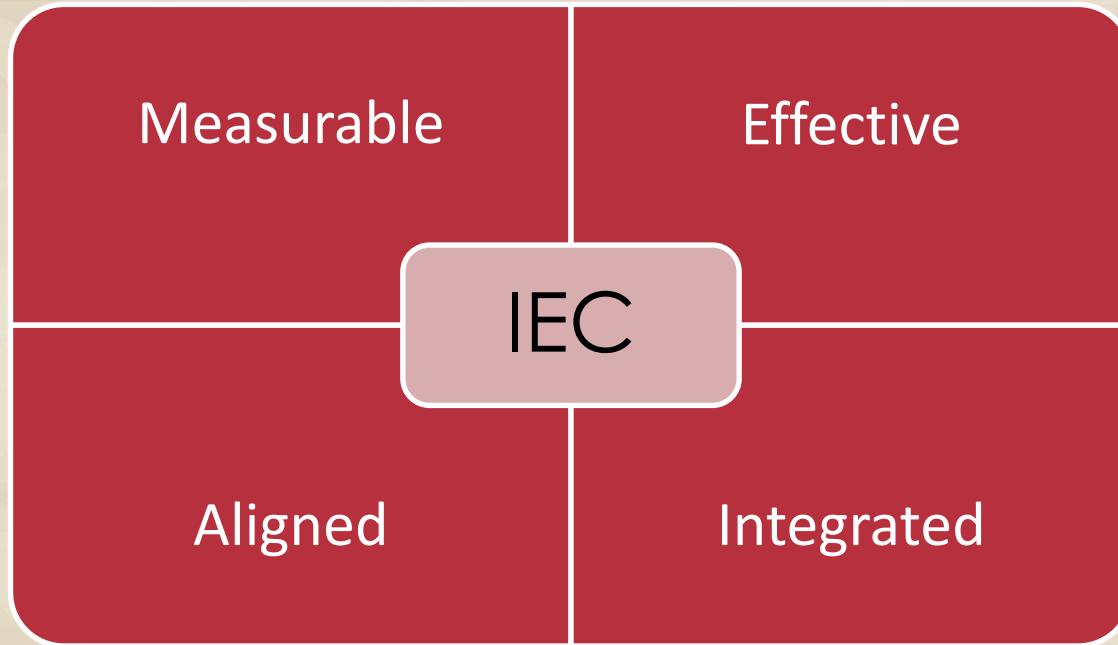- Distance Ed Plan
- EMP

Institutional Initiatives

- AB1705
- Guided Pathways
- Strategic Vision for Equity
- Vision Aligned Reporting (VAR)
- Program Review

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IEC Framework

College Mission

Ed Master Plan

Vision 2030

- The IEC is related and aligned within our college and the CCCCO environment: Equity in success, access, support

- Break down the mission statement: What do we do for students?

- Identify what is strategic and actionable.

- How is this work going? How can we support?

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IEC's Guiding Principles

Measurable

Effective

IEC

Aligned

Integrated

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IEC's Operating Procedures

Timeboxed

GELMO
"Good Enough
Let's Move On"

**Assume
Positive Intent**

**Be present and
inclusive** (everyone is
heard)

Parking Lot
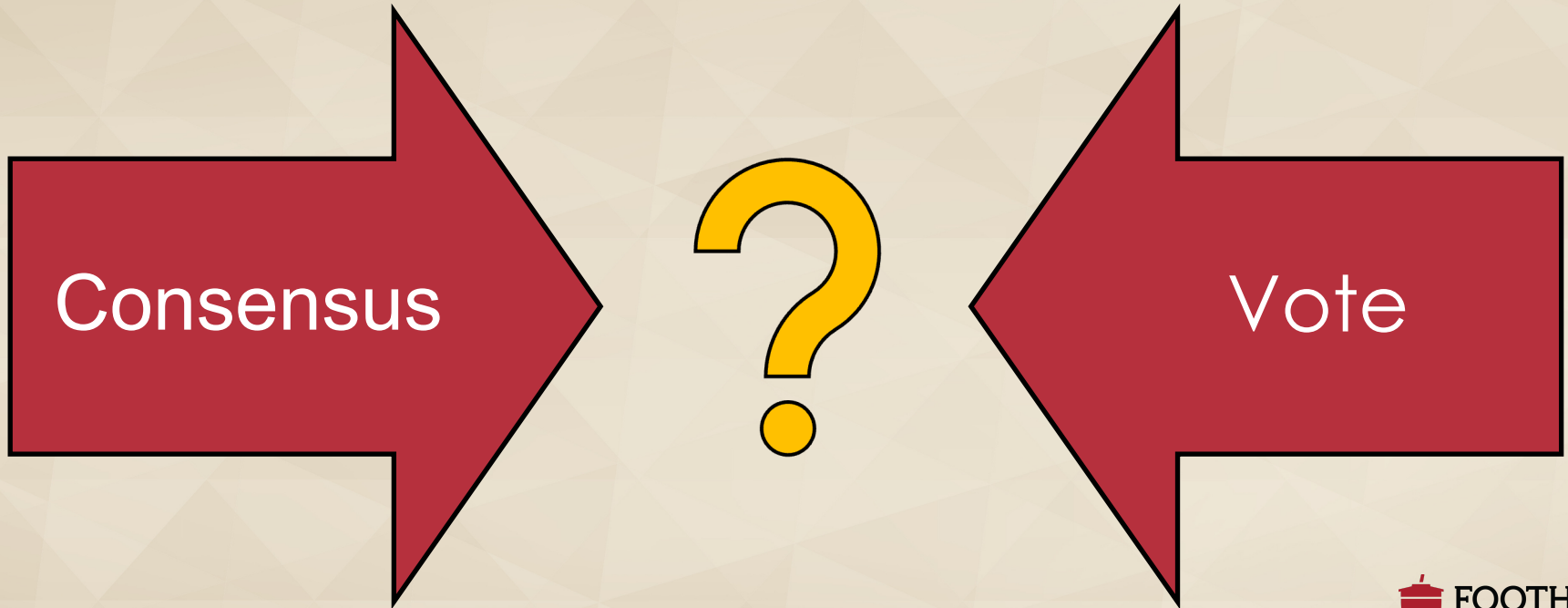
Trust the process

Give Grace

**Be curious and open
to new ways of
thinking**

IEC's Operating Procedures

- All members encouraged to participate and share their insights/perspectives.

- Members engage respectfully, fostering an environment where differing opinions are valued.

- Collegiality and teamwork applied to reach a common goal.

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IEC Decision-Making Approach

Consensus → ? ← Vote

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Plans and Initiatives will present to the IEC using a template for structured reporting.

The intent is to document and facilitate discussion per the IEC's guiding principles.

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Plan/Initiative Overview for the IEC

Objective → **Goal(s)** → **Strategies** → **Measures**

What the plan/initiative wants to achieve

Identify the small hurdles to cross first

Share how these hurdles will be jumped

How will success and progress be gauged

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Plan/Initiative Overview for the IEC

- Last version of plan OR when initiative began

- Timeline cycle: Where are we in the cycle? Is there a deadline?

- What are some key goals, metrics, or activities?

- Share progress on these goals, metrics, activities
  - What has gone well? Where is more support needed?

- Where/How is this information reported/shared?

- What resources do you use/may need?

- What are the next steps for this academic year?

- Is this work ongoing? Does it sunset, and if so when?

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What is our goal for the IEC?

- How will we know the IEC is functioning and effective?

- How does IEC communicate its work with the rest of the college (or is it through the various college plans/initiatives)?

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END