

G R O S S M O N T
C O L L E G E



Institutional Excellence Council (IEC) Meeting Minutes
Aaron Starck / Bonnie Ripley – Co-Chairs'
Friday, September 16, 2016
11:00 am-12:30 pm
College Conference Room

Member Name	Present	Member Name	Present
Aaron Starck, Co-chair	x	Bonnie Ripley, Co-Chair	x
Nabil Abu-Ghazzaleh		Beth Kelley	x
Joan Ahrens		Amir Law	
Jennifer Carmean	x	Lorenze Legaspi	
Martha Clavelle	x	Gerardette Nutt	
Michael Copenhaver		Lida Rafia	
Judd Curran		Laura Sahagun	x
Marsha Gable		Nate Scharff	
Cindi Harris	x	Denise Schulmeyer	x
Tate Hurvitz	x	Christopher Tarman	
Micah Jendian	x	Katrina VanderWoude	

Bonnie called the meeting to order at 11:09 am.

Bonnie pulled up the CPIE website and pointed out the current updates she had made to several of the pages. She will continue to update the site.

Approval of Notes from May 20: The notes for May 20 will be emailed to the committee for review and approval.

Additions to the agenda: None.

KPI Report/RPIE Office news

The draft 2015-16 KPI Report is now posted on the RPIE office Institutional Effectiveness page.

Chris shared that the Research Analyst for Grossmont interviews will start next week. Once hired, onboarding and training will take approximately one month in the RPIE office. After training the Research Analyst will be located in the CPIE office. Aaron spoke about the importance of creating a formal process for faculty and staff to submit research requests. Bonnie recommend a Research Request form be placed on the CPIE website. Requests would be submitted to the CPIE office. Aaron would review requests with Chris to coordinate campus and district wide efforts.

Bonnie spoke about the work that is being done with Tableau (a business intelligence software that helps people see and understand data via a smart dashboard). The RPIE office is building the Student Success Scorecard data into Tableau. Chris plans to have Tableau operational on the website by January 2017. He solicited Aaron, Bonnie and anyone else's assistance in in developing the program to fit Grossmont's needs. With this software individuals will be able to drag and drop data creating different reports and allowing the user to explore and analyze data. **Action Item: Aaron and Chris to coordinate a process to request data reports at DIEC.**

Chris also updated us on the status of the Enrollment Management Report EMA. It is now available for use and beta-testing. Data are being cross-checked by Bonnie as she compiles Program Review data from it, and small edits will be made as needed. Training on its use will begin broadly across campus beginning in Spring, including a presentation by Chris to Chairs and Coordinators.

Data needs across campus need to be reassessed and compiled into the college research agenda. Chris will meet with Beth to work out Basic Skills needs and begin conversations about Multiple Measures.

Community College Survey of Student Engagement (CCSSE) results update

Bonnie is compiling data from the 2015 CCSSE. Various groups on campus are weighing in on how the data will be analyzed and shared out.

Accreditation Mid-term Report update

Aaron reported that the Accreditation Mid-term report is due in October. The draft went to the Board this week. All of the 2014 issues have been addressed. This report addresses the six self-identified action.

Strategic Plan/ATD update

Tate reported the Strategic Plan will go to the Board in October. There are four strategic goals.

Regarding Achieving the Dream we have we are working towards filling our commitments of hiring an Outreach Coordinator. The Outreach Coordinator (Heriberto Vasquez) has been hired. The search continues for the location to house the Engagement Center, and hiring a Retention Specialist. The writing of the Retention Specialist job description is almost complete.

Regarding the We're All In campaign Micah reported that almost every department was represented in some capacity. Over 255 folks signed pledge cards. Micah is looking forward to the debrief session and the big party in the quad on December 2, 2016. The team is working on survey elements to obtain student feedback and perspectives. The winner will be chosen after the student surveys are in. This is phase one of the campaign. Another push of phase one will roll out in the Spring semester.

Student Learning Outcomes (SLO) update

Denise shared that she would be simplifying the Institutional Learning Outcomes to four or five measurable outcomes and will share the results of the Graduates Survey at the October meeting.

Beth spoke about the Basic Skills budget over the last six years. Last year in particular a substantial amount of funds went into tutoring. She recommend the formation of a workgroup to study the efficacy and outcomes of our current tutoring programs.

She also spoke about the State's charge to integrate SSSP, BS and SE in each college throughout California. She asked what part the IEC would take in this process.

Aaron stated that meetings have started to address the integration of these initiatives. He spoke about the importance of creating a process to coordinate the different initiatives and programs across campus to most effectively serve our students with best practices, and the utilization of funds which IFAS does not effectively track.

Lorenze echoed the above comments and spoke about the need to see the outcomes of tutoring and the different initiatives and programs in order to learn what is working and what needs to be restructured. He also spoke about the consideration of reorganizing the key code set up to streamline budgeting. **Action Item: Aaron and Lorenze to meet with PD, CPIE, BS regarding Keycode structure.**

IEC: What is it? What should it be?

Bonnie introduced this discussion with the recommendation that the name be changed from Institutional Excellence to Institutional Effectiveness Council. The formation of the IEC was to create a space to discuss and analyze sophisticated data to make informed recommendations. Bonnie researched Institutional Effectiveness Councils at several colleges and learned that most of them oversaw the strategic plan, the goals and worked to align campus initiatives and work that was done on areas of campus. Aaron recommended we look at the charge of CPIE and IEC in terms of data needs, coordination, and initiation. Tate drew an example on the white board providing a visual to facilitate discussion (see attached diagram) on the coordination and charge of councils and committees on campus. The goal being to increase communication across campus aligning the programs and initiatives to work in a united and informed way to best use resources to better serve our students. In order to work towards this goal the group agreed that the first step would be to utilize technology like TracDat to bring all of the data together. Bonnie, Jennifer and Aaron will be attending a TracDat training the first week in October and will bring back information.

Meeting adjourned: 12:30 pm