

GROSSMONT
COLLEGE



Institutional Excellence Council (IEC) Meeting Minutes
Aaron Starck/ Bonnie Ripley – Co-Chairs
Friday, October 14, 2016
11:00 am-12:30 pm
ASGC Conference Room

Member Name	Present	Member Name	Present
Aaron Starck, Co-chair	X	Bonnie Ripley, Co-Chair	X
Nabil Abu-Ghazaleh	X	Beth Kelley	
		Pearl Lopez	
Jennifer Carmean	X	Lorenze Legaspi	X
Martha Clavelle	X		
Michael Copenhaver			
Nate Scharff		Lida Rafia	
		Stacy Teeters	X
Marsha Gable	X	Denise Schulmeyer	X
Sue Gonda		Christopher Tarman	X
Cindi Harris		Katrina VanderWoude	
Tate Hurvitz	X	Judd Curran	
Micah Jendian			

Bonnie Ripley called the meeting to order at 11:05 am.

Additions to the agenda/Announcements

None

RPIE Office News

Chris Tarman reported that Stacy Teeters has been hired permanently in the RPIE Office and will be the Grossmont College dedicated analyst and that Katie Gibril has been hired as the Cuyamaca analyst. After a training period in the District offices, they will move to their campus locations. The RPIE office is starting work on Multiple Measures assessment procedures placing students into English and Math courses. They also plan to do a business process analysis for their operations. Rollout of the KPI Dashboard in Tableau is on schedule for rollout in January and the CPIE office will be able to give input on which metrics are included once a draft is posted.

Review of Annual Planning & Assessment Calendar

Aaron Starck led a review of the Annual Planning and Assessment Calendar. The timing in the year of each event was discussed. This year, the annual planning process for academic departments will be postponed from first week of October to second week of November because reminder emails were not sent out on schedule as in the past. The faculty staffing process did go forward on schedule this fall with leadership from Katarina Vanderwoude and Scott Therckelsen. Most calendar items will stay as-is, however an overall discussion of the long time frame from planning to receiving funds to reporting and that shortening it to one year rather than two would be an improvement. Lorenze agreed to investigate the possibility of moving up timelines to make that happen. Chris Tarman provided assistance to Aaron and Nabil about preparing the report to the Board in November and will work with them to prepare it. The Update of the College Dashboard/KPI summary needs to be moved to May, which is when the data become available and it has been addressed by IEC the past two years. Modifications to the structure of TracDat were discussed; the needed changes are possible, but we need to decide exactly what to do before approaching Nuventive with a request for a service contract versus additional training for college employees.

Student Learning Outcomes Update

Denise Schulmeyer has made progress on revising the college ISLO and asked for a process to vet that through the college. Suggestions were to take it to Senate. She also has the results of the Graduate

Survey from spring 16, although response rate was very low, only about 75 students out of the 500 graduates. This led to a discussion of changing the method of administration in the future.

College-wide Data Issue: Counting Faculty

Bonnie reported that there was a good deal of difficulty providing accurate counts of faculty for departments requesting faculty hires. She will present a list of the issues and lead discussions in order to arrive at a college-wide consensus on practices at Senate and Chairs/Coordinators before next hiring cycle.

College Survey Strategy

Bonnie introduced the idea that the college needs to do an overall evaluation of what surveys are being done to collect information and whether the data needs are being met. Aaron Starck recommended beginning with an inventory of not just surveys but also assessments. The council agreed to form a Task Force and suggested members were Aaron, Lida Rafia, Denise Schulmeyer, Lorena Ruggero, Chris Tarman and Stacy Teeters from the RPIE office, and Martha Clavelle volunteered as well.

Strategic Planning Integration into College Decision-Making

Nabil led a discussion of the issues with how college decision-making processes are not where they should be with our next Accreditation visit scheduled for three years in the future. Many of these policies and practices were already brought up in the other agenda items and processes are underway to improve feedback between Strategic Planning, Annual Planning, Student Learning and college allocation of resources.

Meeting adjourned: 12:30 pm

Next regular meeting, November 18, 2016