



**Institutional Effectiveness Committee
Minutes
February 23, 2017
1pm/Board Room**

Vision

El Camino College Compton Center and the future Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

El Camino College Compton Center and the future Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton Center promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Attendees

<input checked="" type="checkbox"/> Bonacic, Trish	<input type="checkbox"/> Hughes, Gloria	<input checked="" type="checkbox"/> Meadors, Joshua
<input checked="" type="checkbox"/> Flor, Paul	<input type="checkbox"/> Radcliffe, Kendahl	<input checked="" type="checkbox"/> Mills, Jesse
<input checked="" type="checkbox"/> Frausto, Benjamin	<input checked="" type="checkbox"/> Marsh, Katherine	<input checked="" type="checkbox"/> Pham, Hoa
<input checked="" type="checkbox"/> Haigler, Steve	<input type="checkbox"/> McKinzie, Amankwa	<input checked="" type="checkbox"/> Tatlilioglu, Abby
<input checked="" type="checkbox"/> Murray, Rodney	<input checked="" type="checkbox"/> Yermakov, Andrei	<input checked="" type="checkbox"/> Norton, Tom
<input checked="" type="checkbox"/> Juarez, Dalia	<input type="checkbox"/> Rodgers, Lillie, Note Taker	

Meeting Minutes

I. Call to Order

Meeting called to order at 1:08 pm by Paul Flor.

II. Approval of Minutes from last meeting

Moved by Trish Bonacic and second by Paul Flor to accept the minutes with the following correction, “remove the second it’s from the first paragraph line 2”.

III. Open Issues

a) Membership on the Four Subcommittees – T. Bonacic

- Questions or concerns on sub-committee composition and/or process
Paul Flor thanked those who were joining us for the first time. In the fall he had asked for assistance with the academic programs from the English faculty who would have an editorial eye when it comes to editing documents. Tom Norton and Dalia Juarez agreed to assist with the academic PR’s they will be receiving during the semester. Trish stated that a handout is included that shows the composition of the IEC sub-committees and also the PR process. Pham has been placed on the CTE PR since Child Development comes under CTE along with Dean Murray and McKinzie. Several individuals were concerned that maybe people in the actual

division should be placed on the PR committees. Trish stated that PR's should be written so that anyone can understand them. Using a third eye the composition was not meant to load the deck with experts but to make it understandable for the lay person. The committee approved of the composition of the committees.

- Training needs for sub-committees

An opportunity will be given for new members or those who want a refresher to have more training and review of the rubric. No training is needed on the reading of the document. Jesse Mills will contact Marina, reserve a room, and schedule a one- hour refresher training session during the college hour. Training is optional and they will receive flex credit. He will go over a good program review and also a not so good program review to show members what they should and should not do. They will be looking at the document with an eagle eye rather than an author's eye.

b) Updates on Program Review Coordination – J. Mills

- Current sub-committee timelines and proposed changes

We have received Communication Studies, English, Life Sciences, and Political Science. We are waiting on History, Social Science, ESL, and Child Development. The first training was held on Tuesday and went really well. Several of the authors for PR's due this semester was present. Also some whose PR's are not due until 2018 were also present. His plan is that every time we approve something in our meetings it will be posted to the website and added to the resources area. All of the past ones have been posted.

The timeline and the process document are on the website also. The manual will also be posted there once it is completed. All of the past Program Reviews that were deemed fit have also been posted on the left hand side. It was decided that the student representative will be placed on the Student Services Program Review. He also needs to go through the training process. He spoke with several of the co-chairs regarding a potential change to the timeline for the student services program review. All Academic Program Reviews are due during the fall. This allows them time to do training and get student surveys done during the spring. They can write the draft over the summer and be ready to submit the review in the fall. Student Services is somewhat staggered. They would like to do Student Services the same as the Academic Program Reviews. As of now Student Services are scattered. Some are due in the fall and some in the spring. Right now we are playing catch-up. This way we would have them all on an annual cycle and the committee can focus on other things during the spring. Administrative Reviews would also be put on the same cycle. The committee agreed to the change. This will start in the fall. Right now we have some that are due annually, the spring, and fall. With this change they will be due at the same time.

c) Placement of Child Development Center and Institutional Research – T. Bonacic

The Child Development Center and Institutional Research no longer report to Student Services. The CDC reports to Dean Osanyinpeju and Institutional Research to Academic Affairs. The CDC and Child Development Department operate as one. She spoke with Elizabeth Martinez and she approves the change. A lengthy discussion ensued on the placement of the CDC, Child Development, and Institutional Research. Every program on campus must do a program review. This is the first cycle for Student Services. They have been done by El Camino. Institutional Research will write to the administrative rubric not sure about the CDC. The CDC is not due until fall 2017. Up until now it was not on our radar. Every program must do a program review.

- d) Updates on Provision of Metrics, Surveys and Institutional Research – J. Meadors
Josh stated that we now have a new process. They no longer need to request data. They will have a schedule of who is due and will give you the template along with the data. The data should be available by the end of March every year. This is how the academic program reviews will be handled. The student surveys are standardized. In addition to the standardized you may request a customized survey for your program. The request for the standard survey should be made at least one week in advance so they can print and have available. The customized survey should be requested at least one semester before it is needed. This survey must be designed and printed. The requestor must come up with the questions and they are available for assistance. You must make sure that the questions are designed to give you the data you are looking for.
- e) Discussion on Proposed Administrative Template and Rubric – S. Haigler
Steve noted that Felipe Lopez submitted the Administrative template and rubric in December. He wants to do more research on the rubric. They want to keep the same schedule.

IV. New Business

- a) Sub-committee reading assignments for March, April, May – P. Flor
- Student Services: Upward Bound (March); Counseling, (April); Athletics (May)
 - Administrative Services: Human Resources (March); Accounting Services (April); Fiscal Services (May)
 - Academic/CTE Programs: Communication Studies (March); Political Science (April); ESL (May)
 - Academic/Other Programs: English (March); Life Science (April); History (May)

Gloria Hughes and Trish Bonacic will review Upward Bound. Steve Haigler, Abby Tatilioglu, Lewis Williams, and Andrei Yermakov will review Human Resources. Hoa Pham, Amankwa McKinzie, Paul Flor and Rodney Murray will review the CTE Programs. Tom Norton, Dalia Jaurez, Bryce Gartner, and Abiodoun Peju will review English. Steve suggested we have a mentor training for new hires. Athletics will be done in the fall. We may be revising the timeline. There has to be a lead person to submit the reviews.

V. Other Business

Please be sure to email Jesse the materials so they can be ready for the next meeting.

VI. Adjournment

The meeting was adjourned at 2:15pm.

The Next Scheduled Meeting
March 30, 2017
1:00 – 2:30pm/Board Room