

**College of the Redwoods
Institutional Effectiveness Committee
May 11, 2017 SS 104, Time 3:00pm – 4:30pm**

Agenda

1. CALL MEETING TO ORDER:

2. APPROVE 4/13/17 NOTES

3. DISCUSSION ITEMS:

*3.1. Review of the Draft Education Master Plan Goals & Strategic Initiatives
(attached)*

3.2. Areas of Focus From The 2017 IE Summit

3.3. Program Review, Resource Request & Budgeting Process

4. STANDING AGENDA ITEM: ACCREDITATION

5. OTHER/FUTURE AGENDA ITEMS

Next meeting: TBD, 2017

“When the finger points at the moon, the fool looks at the finger.” (Unknown)

CCC Confer:

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College of the Redwoods
Institutional Effectiveness Committee
April 13, 2017 SS 104, Time 3:00pm – 4:30pm
Notes

1. CALLED MEETING TO ORDER: Present: Angelina Hill, Julia Peterson, Paul Chown, Jordan Walsh, Quang-Minh, Dan Calderwood (ph), Crislyn Parker-support

2. APPROVE 3/9/17 NOTES: Approved as stand.

3. DISCUSSION ITEMS:

3.1. 2017-2018 Annual Plan Draft:

- Angelina added discussions from the last meeting into the draft; Senate discussed in the bigger senate and will take to Exec meeting and will add an item. Expanded cabinet suggested adding the multi-cultural center to goal 5. Changed the 4021 task force recommendations.
- Single sign on prompt will be moved to migration under technology
- Draft should go to TPC and they should be responsible party.
- Draft went to student planning groups and additions will be made. Angelina will add which plan is indicated for each.
- Next year's annual plan will be informed by the new ed master plan.
- Senate would like to add revision of the 4020 and 4021 processes.
- To cabinet and senate discussions on associate faculty space; and what can be done to address the need.
- Once changes are finalized and senate submits should appear in may board.

3.2. Education Master Plan Draft

- Each goal corresponds to a strategic goal. The draft incorporated the EMP planning committee work as strategic initiatives under each goal. Faculty and staff leadership suggestions line up well; however, expanded cabinet thought some of these were more appropriate for an annual plan.
- Not many of the strategic initiatives under the goals came out of the planning sessions. There is concern that the two parts of the plan are different; one is broader and the other is more of a to-do list.
- Goal 1B (*develop more student clubs*) is too specific. A broader goal would be to *increase student activities*, with *developing more student clubs* as an action item. Quang-Minh feels including clubs is too specific to ASCR to be in an ed master plan, but *increasing student activities* is better. The college should not develop clubs but support ASCR in developing them.
- Discussed whether Title 9 should be in an ed master plan; Dan feels the goals are broad enough but the initiatives should be increased and fleshed out. Make a broader goal than just Title 9; such as "...state and local...or "safe and respectful campus environment." It is important to address some kind of Title 9 in the EMP.
- The draft is at the point of refining areas rather than adding more. Angelina is still taking to various constituency groups.

3.3. IEPI Framework of Indicators

- Discussed the various indicators. Overall, CR seems to be over our one year goals, but less than our long term goal. Our transfer numbers do not look good. We have more students in CTE and fewer students declaring transfers; the trend is away from humanities toward CTE.
- Discussed keeping long term goals at either 10% of where we are or the same as a previous-year high. Also maybe suing a financial forecast to help determine the indicators.
- #18, Degrees are the actual number of confirmed degrees for that year.

Meeting Adjourned

Student Success, Access & Equity

Provide accessible, affordable, high-quality education.

Strategic Initiatives

- Increase outreach to potential students in the community, with increased attention on attracting students who will add to the diversity of the student population
- Provide cost-saving opportunities for students
- Increase professional development opportunities for faculty and staff
- Promote pedagogical innovation
- Implement practices that lead to the hiring of staff and faculty who will add to the diversity of the college community

Effectively use all learning modalities to provide students the knowledge and skills they need to succeed.

Strategic Initiatives

- Enhance the quality and access distance learning education
- Expand support services for online students
- Enhance student's access to internship and fieldwork programs

Deliver strong individual support for students

Strategic Initiatives

- Broaden learning support opportunities including tutoring and peer mentorship
- Grow the retention alert program and follow-up services
- Strengthen support for students on probation
- Strengthen psychological support services

Promote and encourage a learning community among students, faculty, and staff.

Strategic Initiatives

- Strengthen communication and working relationship between instruction and student development
- Increase programming and events that engage students throughout the District

Strive to eliminate achievement gaps across student groups.

Strategic Initiatives

- Enhance support of basic skills students
- Carry out and evaluate the Student Equity Plan
- Integrate student success planning efforts (e.g., SSSP, SEP, BSI)
- Offer more student-achievement related professional development opportunities

Community Partnerships & Workforce Training

Effectively respond to regional workforce needs through workforce training.

Strategic Initiatives

- Re-focus the Adult education program to emphasize non-credit to credit mobility
- Strengthen the collaboration of Adult and Community Education to respond to short-term training needs

Effectively partner with community stakeholders to respond to the needs of the community.

Strategic Initiatives

- Partner with employers and participate in community initiatives for economic growth
- Partner with high schools & Humboldt State University
- Partner with community-based organizations such as St. Joseph Hospital

Serve as a hub of cultural, social, and economic activities.

Strategic Initiatives

- Increase the number of community events
- Continue to expand branding efforts
- Intensify marketing and outreach efforts

Establish partnerships that enhance success by supporting the safety, health, and wellness of our students.

Strategic Initiatives

- Fortify efforts regarding food insecurity
- Support student transportation needs
- Promote a safe and respectful campus climate

Institutional Effectiveness & Planning

Employ state-of-the-art technology, equipment, and facilities throughout the District to support learning and institutional performance.

Strategic Initiatives

- Improve technology for students throughout the District
- Enhance technology in the classroom throughout the District
- Carry out infrastructure upgrades at each location

Employ clear and transparent processes for core operations and decision-making.

Strategic Initiatives

- Assess all College processes
- Enhance the resource request and budgeting process
- Review and revise website content regularly

Engage all Students

Engage in excellent communication, coordination, and collaboration across campuses.

Strategic Initiatives

- Develop clear and consistent avenues of communication
- Improve the effectiveness of tele-conferencing

Engage and empower students, particularly those from underrepresented communities.

Strategic Initiatives

- Offer culture-specific programming
- Offer more events promoting and educating cultural awareness
- Support student clubs more effectively

DRAFT

Summary of the 2017 Institutional Effectiveness Summit

Engaging committee members attending via the phone was identified as challenge. Possible solutions included:

- Establishing a procedure of shared responsibilities for those attending in person and remotely.
- Use Webex consistently and develop a CR webpage departments can use to obtain a license, instructions for using the program, etc. The new 1 GigB Cenic circuit upgrade in Del Norte will help with video conferencing.
- Identify easier to use technology in computer rooms, such as rooms with dedicated computers with webcams.

Keeping the website up-to-date using Evoq was identified as a challenge. Possible solutions include:

- Offer additional and regular trainings.
- Have redundancy in those who can develop and edit websites.
- Create a helpful resources tips & tricks page.
- Charge the Tech Planning Committee with exploring alternatives, such as using Boarddocs for meeting agendas & minutes.

Each planning committee identified what they are doing well. Every planning committee took pride in a variety of accomplishments. Ideas for integrated planning and committee improvement also surfaced:

- The Budget Planning Committee (BPC) and other committees involved in ranking resource requests are not using the work of the Program Review Committee (PRC) to inform their decisions. Work is duplicated—e.g. the BPC/TPC/FPC all look at how programs link their resource requests to planning and assessment. But much of this work is already being done by the PRC. Conclusion: the feedback from the PRC should be used towards the end of the resource ranking process to make sure that requests should move forward for funding.
- The program review template will be available at the start of the summer so that deans and directors can begin work over the summer. Moving the program review deadline sooner and having the PRC start reviewing instructional program reviews (instead of student services & admin) could help make resource request determinations available sooner so that instructional equipment monies can be spent by the June deadline.
- Deans and directors should review planning actions identified in program reviews at meetings throughout the year. These plans should be driving the work we do and should and our progress tracked regularly. These plans should also link the work of the program to the larger goals of the college.
- A more robust orientation/onboarding program is needed for new staff. New managers should be trained on the importance of program review, how to complete program reviews effectively, etc. Programs should be surveyed to identify everything that is key for new staff to learn about.
- When committee work overlaps, it can be difficult to track everything that is happening. The Institutional Effectiveness Committee should discuss how to better identify liaisons to communicate relevant information to overlapping groups.
- Committees should have the ability to regularly contribute information to a committee digest, not just once a month.
- An enrollment services representative on ASPC would be helpful.

- All administrative programs need to provide thoughtful and timely program review submissions.

College Hour Challenge

Summit attendees participated in a “College Hour Challenge.” Two long-standing faculty provided historical knowledge about College Hour, how it worked in the past, and why the college abandoned it. Five groups were then asked to determine whether or not they believed we should have a College Hour again (if so, indicating a specific day and time), and to defend their proposal to everyone at the Summit. All summit participants then voted on what they thought was the best proposal. Here are the results.

- Group A ~ 0 votes
 - College hour should occur one day M-TH at 4:30 for faculty and staff to do the work of the college
- Group B ~ 2 votes
 - We should not bring back college hour because there are already too many strains on the system
- Group C ~ 6 votes
 - We should not bring back college hour now because we do not have enough data to support it
- Group D ~ 5 votes
 - College hour should occur on Friday at 4:30 as a social event for faculty, staff, and students
- Group E ~ 7 votes
 - College hour should occur at noon on Fridays to cultivate a better campus climate