

**College of the Redwoods
Institutional Effectiveness Committee
March 9, 2017 SS 104, Time 3:00pm – 4:30pm**

Agenda

1. CALL MEETING TO ORDER:
2. APPROVE 2/9/17 NOTES
3. ACTION ITEMS
4. DISCUSSION ITEMS:
 - 4.1. Draft Vision & Education Master Plan (attached)
 - 4.2. Institutional Effectiveness Summit Ideas
 - 4.3. Adopt IE Goals Framework & 2017-2018 IE College Goals (attached)
 - 4.4. 2017-2018 Annual Plan Draft
5. STANDING AGENDA ITEM: ACCREDITATION
6. OTHER/FUTURE AGENDA ITEMS

Next meeting: April , 2017

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

CCC Confer:

Phone: 888-886-3951

Participant Pin: 190602

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1. CALLED MEETING TO ORDER: Present: Angelina Hill, Paul Chown, Keith Snow-Flamer, Ed Macan, Julia Peterson, Quang-Minh, Dan Calderwood, Katie Schoenfield), Crislyn Parker-support

2. APPROVE 12/8/16 NOTES: approved as written

3. ACTION ITEMS

4. DISCUSSION ITEMS:

4.1 Annual 2017-18 Plan: Historically we review and see what to forward to the next year.

Goal 1: Student Success

- Space is available for associate and full-time faculty for orientation and mentoring and/or to meet and dialogue. Goal is completed, we can remove this item. *Agreement.*
- Retention alert: The pilot will continue in spring and will be fully implemented in fall. *Agreed, goal completed.*
- Coordinated planning between BS, SSSP, SEP etc. is in progress and will move forward as more details from the Chancellor's Office is received.
- An email protocol/tip sheet has been provided. *Agreed, completed.*
- Professional development efforts have been documented. Program reviews included requests for specific professional development. It was *agreed to continue* this goal with a change of language to: 'continue to broaden professional development efforts to include diversity.' This a recurring issue; not just equity but also success. Focus is on students. *Agreed to keep.* Add the academic senate under responsible people.

Goal 2: Community Education

- Marla and Rory are identifying community needs. This is in progress.
- *Agreement* to remove growing the adult ed program, and the stackable non-credit certificates

Goal 3: SP.3 Fiscal & Operational Sustainability

- Grants requires further discussion.
- Budget cycle for equipment: Discussion to break this into more manageable pieces. There are two pieces to this, budget and replacement plan. Equipment replacement budget should be purview of BPC.
- Because budget will be tight, we should focus on areas in need now; beginning with student needs. (Develop a strategy for setting aside funds for equipment replacement. Use language that focuses on student success/narrow focus.) *Continue.*
- 2017 – 2022 Master Ed Plan is in process, as is the self-study.
- Canvas action completed. We would like to see more faculty utilize Canvas; students want instructors to use the canvas handbook. Suggested discussing with the Senate.

Goal 4: Online/Telepresence

- Telepresence offerings have increased, but enrollments have dropped. Discussed reviewing what courses to offer and when to schedule.
- Online course exchange: Mike Butler taking a sabbatical for this and will report to the senate and the Board.
- Tech replacement plan – done.
- Progress on replacing servers; less than about 1/3 left. *Continue.*
- District wireless has been completed.
- Technology-enhanced online advising to students: not completed. *Agreed* to keep in the plan; maybe make more specific.

Goal 5: Marketing

- Comprehensive marketing campaign: in progress
- Outreach activities: doing good outreach with HS.

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- 2-year schedule has been set up and is in process. Soon to go live.

Recommendations to add goals:

- **Goal 1: Student Success:** N/A
- **Goal 2: Community Ed:** Direct more focus on the various sites (*Hoopa, Garberville*).
- **Goal 4: technology:** Push for a student portal (with one sign-on that authenticates a student for use at any college utilizing canvas). Students will need this for assessments, placements, etc.

4.2 Review/Develop Theme from Program Review Plans (attachment):

- See handout (note: facility related repairs may be paid by the state).
- All new programs will go thru the AP 4020 process.
- Discussed that many resource requests from program review are not coming from the assessment process, but rather a desire to craft the program.
- Angelina did not find any thematic areas to address in the annual plan.

4.3 (PRC change template drop down for type of funding; says equity, BS, Instructional materials, etc.): Program Review and basic skills request to add Basic skills and equity as possible funding sources to the template.

4.4 IEC Scorecard (attachment): for review.

4.5 Annual IEC Summit Planning: (Note April 29 is the math festival.)

Discussed and agreed: April 22. A save the date needs to be sent.

5. STANDING AGENDA ITEM: ACCREDITATION:

6. OTHER/FUTURE AGENDA ITEMS

6.1 Request to merge safety committees (Lee Lindsey) (attachment):

- Request to combine the CR Safety and Cal OSHA Committees. New membership and a name change to Life Safety was proposed.
- Discussed membership should include faculty who can bring more to the committee such Chemistry and Health Occupations faculty, and a student rep.
- **Recommendation:** Approval to combine the committees. IEC recommends the committee ask for faculty membership, through the Senate process, from such areas as Chemistry and Health Occupations; and if faculty are not available for membership, the committee can request faculty consultation at a meeting(s), as needed.
- IEC would like to keep the recommendation for faculty membership, to ensure that future Academic Senate Co-Presidents remain aware why health and chemistry faculty were requested to serve as a regular member; it is to ensure future Senate Co-P's of the importance of those representations on the community.

Next meeting: March 9, 2017

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College of the Redwoods Strategic Vision for 2027 - DRAFT

College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education.

- We provide accessible, affordable, high quality, higher education in our region.
- We are leaders in the effective use of all learning modalities (e.g., classroom, distance learning, internships, fieldwork) to provide students the knowledge and skills they need to succeed.
- We promote and encourage a learning community among students, faculty, and staff.
- We deliver strong individual support and mentoring for students.
- We achieve equity in all areas of student success.

The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area.

- Our workforce training responds to regional workforce needs.
- Our graduates often find opportunities in the local region that allow them to ~~can stay in the community and~~ become valued, contributing members of ~~the~~ the community.
- We have vibrant partnerships with all community stakeholders (e.g., employers, high schools, HSU), so we can respond to existing and emerging needs of students and the community.
- The communities we serve see CR as a “hub” of cultural, social, and economic activities.
- We have established partnerships in place to ensure that all students have safe, affordable housing that enhance success by supporting the safety, health, and wellness of our students.

The College continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning.

- We are a flexible and nimble organization, able to assess and respond effectively to the changing needs of our students and our community.
- We employ state-of-the-art technology, equipment, and facilities throughout the District to support learning, communication, and institutional performance.
- We understand the unique nature of each campus center, allow autonomy to meet unique campus and community needs ~~respect autonomy when it makes sense,~~ and ensure that ~~power~~ decision-making is inclusive and services are equitable.
- We have clear and transparent processes for core operations and decision-making.
- We have excellent communication, coordination, and collaboration across campuses.
- Our students, faculty, staff, Board, and curricula reflect the diversity of the communities we serve; and are culturally sensitive, respectful, and proficient.
- We value and nourish student engagement and empowerment, including underrepresented student communities.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 322-4005
<http://www.cccco.edu>



November 22, 2016

TO: Superintendents/Presidents
Chief Business Officers
Chief Student Services Officers
Chief Instructional Officers

FROM: Theresa Tena, Vice Chancellor
Institutional Effectiveness Division

SUBJECT: Requirement and Process for Adopting Institutional Effectiveness (IE)
Goals Framework and 2017-18 IE College/District Goals

This memorandum formally notifies colleges/districts of the requirement that each college develop, adopt and post a goals framework as mandated by enacted legislation. In addition, it provides information on the Year-Three indicators, training opportunities, and on adopting and posting college/district goals. More information can be found at <http://extranet.cccco.edu/Divisions/InstitutionalEffectiveness.aspx>

Background: In 2014, the California legislature established a system of indicators and goals to encourage California community colleges and districts to improve fiscal and operational effectiveness, while also reducing accreditation sanctions and audit findings. Pursuant to Education Code section [84754.6](#), the Board of Governors (BOG) adopted the Year-Three goals framework at its November 14, 2016, meeting to measure the ongoing condition of a community college's operational environment. This statute also requires that, as a condition of receipt of Student Success and Support Program funds, each college develop, adopt and post a goals framework that addresses, at a minimum, the following four areas: 1) student performance and outcomes, 2) accreditation status, 3) fiscal viability, and 4) programmatic compliance with state and federal guidelines. In accordance with statute, the Chancellor will also post system-wide goals adopted by the BOG along with the locally developed and adopted college/district goals by Friday, June 30, 2017.

Adopting Framework and Year-Three Goals: Each college should adopt the framework of indicators approved by the BOG, and colleges/districts should set both short-term (1-year) and long-term (6-year) goals for each of the Year-Three indicators marked as "Required" in the Indicator Portal. In addition to the required goals, colleges/districts may choose to adopt some or all of the goals marked as "Optional." In Year- Three, there are eight new optional college-level goals and three district-level goals, but **there are no new required goals**. The process a college uses to adopt the framework and set goals should be locally determined, but colleges are encouraged to ensure that all appropriate constituency groups (e.g., academic senate, classified staff, student senate, etc.) are engaged, consistent with their college's collegial consultation process.

Certifying/Posting Framework and Goals: Like the previous two framework of indicators goal setting cycles, the Institutional Effectiveness Online Indicator Portal is available for posting college's/district's goals, and can be accessed at <https://misweb.cccco.edu/ie/>. Using feedback from the field, we were able to make improvements to the Year-Three Institutional Effectiveness Indicator Portal. We hope that you find the Indicator Portal to be more intuitive and user-friendly. A unique

district password for posting college's/district's goals to the portal was sent to your district's Chief Information Systems Officer, and should be shared as appropriate.

Framework of Indicators Training and Resources: To support your institution with Year-Three goal setting, IEPI will host two regional IEPI Indicators trainings: the first will take place on Monday, November 28 at College of the Canyons and the second will take place on Friday, January 13 at Santa Rosa Junior College, Petaluma Campus. If you are interested in attending one of these trainings or having somebody at your institution attend, please register on our website: <http://iepi.cccco.edu/professional-development>. Additionally, the Institutional Effectiveness Division plans to host the Year-Three Institutional Effectiveness Indicator Portal Webinar in March 2017; details for the webinar will be announced soon.

Action Requested: By Thursday, June 15, 2017, adopt the BOG-approved goals framework; and develop, adopt and post Year-Three goals. The Chancellor's Office will post each college's/district's goals on the institutional effectiveness website by Friday, June 30, 2017.

Contact: If you have any questions regarding this information, please feel free to contact me at ttena@cccoco.edu or Jeff Spano, Dean of Institutional Effectiveness at jspano@cccoco.edu.

Attachments

cc: Chief Information Systems Officer
President, CCC Statewide Academic Senate