

**Institutional Effectiveness Committee**

Thursday, April 16, 2020  
3:00pm – 4:00 pm  
Virtual Meeting

Notes

**Participants:** Paul Chown, Keith Flamer, Bob Brown, Dan Calderwood, Amber Buntin, Stephanie Burres

**Agenda Items:**

1. **Assess Institution-set Standards** [**https://public.tableau.com/profile/joseph.hays#!/vizhome/InstitutionalEffectivenessScorecard/InstitutionalEffectivenessScorecard**](https://public.tableau.com/profile/joseph.hays#!/vizhome/InstitutionalEffectivenessScorecard/InstitutionalEffectivenessScorecard)
   1. **Course success is up despite end to remedial math and English**
      1. **Transfer level English**
      2. **Transfer level math**
         1. **Math 5**
         2. **Math 10**
         3. **Math 15**
         4. **Math 25**
         5. **Math 30**

* Persistence remains the same and retention has risen which is consistent with our usual trends.
  + 1. **Online course success dropped slightly. 7 new courses added to online offerings.**
  1. **Completions are up**
     1. **Certificates are still below standard due to Fine Woodworking (Mendo) Recommend removing Fine Woodworking certs from the totals and recalculating average for standard and target.**
* We are below out institution set standard for certificate completion. Dan would like to know how our certificate completion correlates with headcount and enrollment which is also trending down.
* Analysis shows that we are still down a third of a percent when controlling for headcount.
* If we believe that our enrollment will decline, do we want to re-establish this standard?
* Amber thinks that it would be helpful to see the breakdown of which certificates people are getting year-to-year and what the trends are to better understand our targets. Paul will work on getting this data for the committee.
  1. **Transfers are down (using a different source than scorecard – see attached spreadsheet)**
     1. **HSU transfers (the bulk of our transfers) dropped from 178 to 136 Recommend adding Annual Plan item to investigate**
* Transfers are down significantly and it is difficult to determine why. Our HSU transfers are also down.
* Paul would like the committee to submit some ideas to be added to the annual plan to increase transfers. The current situation is going to make this difficult as we expect to see a decline in our enrollment.
  1. **Unit Accumulation is up (due to 6 students with over 200 units. One student over 400 units)**
* A few extreme outliers have increased our unit accumulation numbers. Without the outliers it appears that we would be trending in the right direction. Paul still feels that with the removal of remedial courses that overall accumulation with decrease.
  1. **Job closely related to field (CTEOS survey) – up dramatically**
* Dan suggests that high levels of employment may be one factor that has reduced transfers. There was a 10% increase year-to-year from 2018 to 2019.

1. **IEC schedule and membership for next year – who’s in?**
   1. **Filling vacancies – CSEA, Academic Senate, Mgrs Council have not been diligent to see that vacancies are filled. What are some strategies?**
      1. **Vacancy posting on committees page**
      2. **Hand picking**
      3. **Continual shout out to chairs of CSEA, Senate, Mgrs**

* Dan Calderwood is retiring and will need a faculty replacement, we also need an additional representative from management council, CSEA, and a student representative.
* Amber is willing to continue her service as long as it aligns with her schedule- she can attend in the fall, but not the spring semester.
* Keith would like to establish a permanent date and time for the meeting. The committee would like to meet the 3rd Thursday of the month at 4pm.
* Bob will continue serving on the committee as a representative for management council.
* Paul would like to brainstorm the best way to fill vacancies? Do we want to reach out to individuals who might be interested? It is the responsibility of CSEA, Management Council, and ASCR leadership to make assignments.

1. **Annual Plan (attached)**
   1. **Yellow highlighted items are carried over from 2018-19 plan**
   2. **Green highlighted items are new**

* For the full-participation in CVC-OEI should we set a numerical target? Paul will reach out to DE to determine what they consider full participation?
* How do we take into account the COVID 19 pandemic and the development of the new Education Master Plan in our annual plan for this year? Is moving face to face course to fully online need to be a goal? Amber will work on some language for a goal to update curriculum by December to move courses fully online.
* Clarify the DE course scheduling prompt to focus on course sequencing with the goal of completion of fully online certificates and degrees.
* Amber would like to know if there is any way to automate the process of reaching out to students who are hitting milestones in their ed plan? We can gather the list in an automated process, but there would still need to be a person that sends out the email and for staff to manage follow-ups with students. Paul will add this to the annual plan.
* Paul will add the new items to the annual plan document and set it out to the committee.

1. **Post IEC minutes to Committee Digest**

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