Institutional Effectiveness

Mt. San Antonio College	Institutional Effectiveness Committee Agenda	May 24, 2023 1:30 p.m.- 3:00 p.m. | Zoom

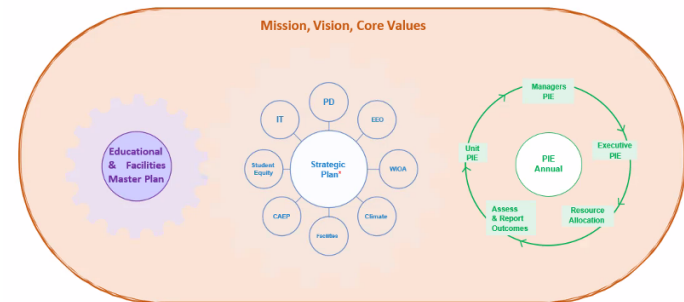|					
Vice President, Instruction (Co-Chair)	Kelly Fowler	X	Faculty Credit (appointed by the AS) (Co-Chair)	Tiffany Kuo	X
Associate Vice President, Instruction	Meghan Chen	X	Faculty Noncredit (appointed by AS)	Landry Chaplot	X
Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	X	Faculty – Student Services (appointed by AS)	**Vacant**	
Faculty Outcomes Coordinator	Kelly Coreas	X	Classified (appointed by CSEA 262)	**Vacant**	
Academic Senate President or Designee	Roger Willis	X	Classified (appointed by CSEA 651)	**Vacant**	
Faculty Accreditation Coordinator	Barbara Mezaki	X	Student (appointed by the Associated Students)	**Vacant**	
Faculty	**Vacant**		Budget Committee Liaison	Rosa Royce	
Director of Human Resources or Designee	Ryan Wilson	X	PIE	Krupa Patel	X
Student Services (appointed by VPSS)	Malia Flood		Guest -	Cathy Stute	X
Instructional Services (appointed by the VP Instruction)	Sylvia Ruano	X	Guest – Assistant Dean, Accreditation and Planning	Lianne Greenlee	X
Information Technology (appointed by the VP Admin Services)	Kate Morales	X	Recorder	Wendi Alcazar	X

AGENDA		
Topic	**Time**	**Discussion/Outcome**
1. **Welcome**	1:30	
2. **Review of the Agenda**	1:35	• Reviewed
3. **Approval of the May 10th Minutes**	1:40	• PIE deliverables not receivables – Page two bottom. • Merge PIE bullets 1 and 3. • Minutes approved with modification. Sylvia 1, Landry 2. Lianne and Patty abstain.

4. **Review EPAC Agenda**	1:45	**AGENDA**
		
		1. **Welcome and Introductions** (*Scroggins, 5 minutes*) (Verbal presentation)
		
		2. **Overview of Strategic Plan & Integrated Planning Process Diagram** (*Quinones, Fowler, Kuo, 15 min,* PPT presentation)
		
		3. **Overview of Strategic Plan Activity** (*Quinones, Fowler, Kuo, 10 minutes*)
		    • **Six breakout groups**
		    • **Review of Actions: Completed, ongoing, academic year of implementation/completion**
		    • **Breakout groups: progress, timeframe, and responsibility**
		    • **Rotation through the six strategic planning priorities**
		
		4. **Strategic Plan: Implementation & Action Activity** (*70 minutes*)
		
		5. **Activity Share out & Bringing it all together** (*15 minutes*)
		
		6. **Next Steps & Closing** (*Fowler & Scroggins, 5 minutes*)
		
		• Each breakout group will have an opportunity at each strategic priority.
		• The committee will be up and around the room to do this work.

- IEC member's attendance would be greatly appreciated.
- There will be six stations that we would like a member at.

Agenda

- Overview of Strategic Plan Priorities
- Presentation of Revised Integrated Planning Process Diagram
- Timeline & where we are now
- Strategic Plan Implementation Activity
- Share out & bringing it all together

Integrated Planning Model An ongoing and systemic cycle of planning to ensure academic quality and institutional effectiveness
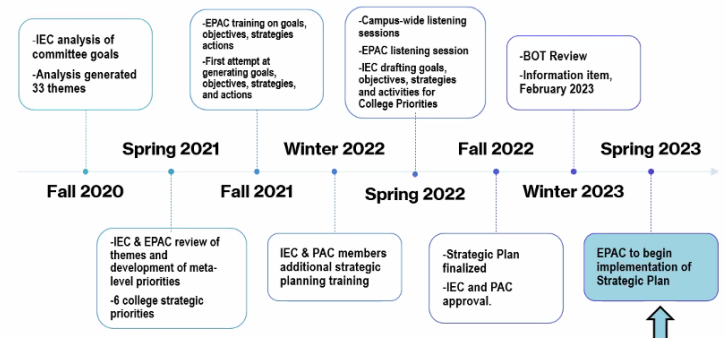
Mission, Vision, Core Values

Educational & Facilities Master Plan

PD, IT, EEO, Student Equity, Strategic Plan*, WIOA, CAEP, Facilities, Climate

Managers PIE, Unit PIE, PIE Annual, Executive PIE, Assess & Report Outcomes, Resource Allocation

*6 Strategic Plan Priorities
1. Advance and foster an equitable, diverse, inclusive, just, and anti-racist campus culture that empowers our community to make positive change in society.
2. Further develop, facilitate, and maintain a physically and emotionally safe and accessible campus environment.
3. Develop and expand strategies for and communication about opportunities for students that support retention, persistence, and success.
4. Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success.
5. Embed environmental, social, and economic sustainability into the work and decision-making processes of all areas of campus.
6. Ensure open and authentic communication and coordination among stakeholders to support achievement of all college goals.

Acronyms
CAEP: California Adult Education Program
EEO: Equal Employment Opportunity
IT: Information Technology
PD: Professional Development
PIE: Planning for Institutional Effectiveness
WIOA: Workforce Innovation and Opportunity Act

Timeline

Fall 2020
- IEC & EPAC review of themes and development of meta-level priorities
- 6 college strategic priorities

Spring 2021
- IEC analysis of committee goals
- Analysis generated 33 themes

Fall 2021
- IEC & PAC members additional strategic planning training

Winter 2022
- EPAC training on goals, objectives, strategies actions
- First attempt at generating goals, objectives, strategies, and actions

Spring 2022
- Strategic Plan finalized
- IEC and PAC approval.

Fall 2022
- Campus-wide listening sessions
- EPAC listening session
- IEC drafting goals, objectives, strategies and activities for College Priorities

Winter 2023
- EPAC to begin implementation of Strategic Plan

Spring 2023
- BOT Review
- Information item, February 2023

Strategic Plan Implementation Activity

Review Actions:
- **Green sticky: Completed (who completed)**
- **Blue sticky: Ongoing (who is currently working in this)**
- **Red sticky: Begin (in the appropriate academic year & responsibility)**
  - **Responsibility: For each activity that is ongoing or needs to implemented, propose a department, committee, or person who would lead the completions efforts of the committee**
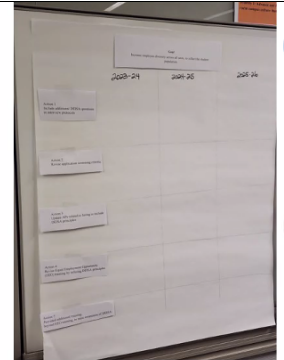
- Add symbols (check for completed, circle for ongoing, star for the beginning).

Sample Activity Board

Goal: Increase employee diversity across all units, to reflect the student population

Actions	2023-24	2024-25	2025-26
#1: Include additional DEISA+ questions in interview protocol			
#2: Revise application screening criteria			
#3 Update APs related to hiring to include DEISA+ principles			
#4: Revise Equal Employment Opportunity (EEO) training by infusing DEISA+ principles			
#5: Provide additional training beyond EEO training, to raise awareness of DEISA+	CRPP DEISA+ Mentoring program to complement EEO to begin Fall 2023		

Strategic Plan Implementation Activity

- IEC Chairs will form 6 groups – one for each strategic priority.
- Each group will spend 10 minutes at every strategic priority
- Groups will then rotate in numerical order until all 6 strategic priorities have been reviewed.
  - Ex: Group beginning at priority 1 will rotate to priority 2, etc.

5.	**Modality for Future IEC Meetings**	2:00	• Should we begin meeting in person? • Can we meet hybrid, once in person once online? • Consensus for a hybrid model. • First meeting online, second in person. • Co-Chairs can strategically plan how to use each modality best.
6.	**Review Goal 5**	2:10	• Review and discussion of added goals requested by the President's Office. • Outcome of Goal 5 is that we came up with this goal. • Can we support instead of oversee? • Support the process of integration… • Option A: Oversee the integration of outcomes assessment with program review for process improvement. • Option B': Support the process of integration between outcomes assessment with program review for the improvement of institutional effectiveness. • We can revise this in the Fall.

7.	**Review BP 3225 and AP 3225 DEISA+ Language**	2:20	• BP: No changes to the proposal
			• AP: Can we reword it so that it does not sound like we are only assessing "with respect to the district's commitment to diversity"?
			   o Commitment is a promise.
			   o IEC assesses the College's goals and objectives including its advancement of DEISA+?

			o IEC assesses the College's goals and objectives…including its commitment to…anti-racism and anti-other-isms (DEISA+).
8.	**Budget Committee Update** (Rosa)	2:25	• Tabled until the next meeting
9.	**PIE Update** (Krupa)	2:30	• Unit PIEs were due, manager PIEs are open now and we have been scheduling one-on-one training. • We are also working on the reports and aligning our goals with the strategic goals.
Fall 2023 Meetings: September 13th, September 27th, October 11th, October 25th, November 8th, November 22nd, and December 13th.			