Role	Name		Role	Name	
Vice President, Instruction (Co-Chair)	Kelly Fowler	✖	Information Technology (appointed by the VP Admin Services)	Kate Morales	✖
Associate Vice President, Instruction	Meghan Chen	✖	Faculty Credit (appointed by the AS)(Co-Chair)	Kristina Allende	
Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	✖	Faculty Noncredit (appointed by AS)	Landry Chaplot	✖
Faculty Outcomes Coordinator	Kim Leiloni Nguyen	✖	Faculty – Student Services (appointed by AS)	**Vacant**	
Academic Senate President or Designee	Chisa Uyeki	✖	Classified (appointed by CSEA 262)	**Vacant**	
Faculty Accreditation Coordinator	Barbara Mezaki	✖	Classified (appointed by CSEA 651)	**Vacant**	
Faculty	Tiffany Kuo	✖	Student (appointed by the Associated Students)	**Vacant**	
Director of Human Resources or Designee	Ryan Wilson	✖	Budget Committee Liaison	Rosa Royce	✖
Student Services (appointed by VPSS)	Malia Flood	✖	Guest	Pedro Suarez	✖
Instructional Services (appointed by the VP Instruction)	Romelia Salinas		Recorder	Sangvan Thaysangkram	✖
Dean, Instruction	Sylvia Ruano	✖			

AGENDA			
	Topic	Time	Discussion/Outcome
1.	**Welcome**	1:30	• Each member check-in by sharing one word as to how they feel for the day.
2.	**Review of the Agenda**	1:35	• Kelly Fowler asked members to review today's agenda and whether anything else should be added. No additional item is request to be added.
3.	**Approval of the December 4 Minutes**	1:40	• Consensus approval of December 4 minutes.
4.	**SCUP update** (Kelly, Patty) • Overview • Lessons learn • Next Steps	1:45	• SCUP was held one month ago, February 2022. Strategic planning was discussed – projects that are doing well and challenges moving forward were discussed at SCUP. • Patty shares the lessons learn about structure and flow of the institution – processes and goals were discussed. • Sylvia shares lessons learn at SCUP the historical context of past approach and moving forward using tips and ideas on what's next on the strategic planning. • Chisa shares the values lessons learn at SCUP on how Mt. SAC is in the works and what to apply in the learning. She values the times spent with colleagues. • Barbara shares the importance of information vs communication. • In terms of Next Steps, Kelly Fowler announces the SCUP Reunion for debriefing. The feedback about SCUP is overall positive and impactful.
5.	**Strategic Plan: Goal Objectives, Strategies and Actions** • Themes • Goals • Objectives • KPI	2:00	• 6 goals of strategic plan – Smart Goals: timely, measuredly, realistic. • These goals are themes: first goal is about DEISA and work done around DEISA. • Strategic Plan: having goals for each theme. This was called Strategic Priorities.

	• Timeline		• EPAC: October 2021 with 6 different groups who worked on strategies, actions, objectives, and reworking the language to make them goals and broader. • Patty works on Priorities that was taken from EPAC training event. • Chisa mentions that the steps that Mt. SAC skips are the prioritization to avoid reducing attention for any one component. • Malia asks where the committee decides on the actions and whether there will be more input placed into the action items to support the priorities. • EPAC convening will happen again this Spring semester and Instructional Institutional Services host an event each semester that help planning. • Loni requests that the priorities include the "who" component. Patty. • Kristina mentions that it is the role of the committee to ensure there are opportunities for input throughout campus from those who have expertise and that opportunities exist and act upon. • Tiffany requests visual and physical board of what the committee is doing and where the committee is heading. The committee agrees on a chart or process map. • Kelly is open to discussion on the strategic plan on wheels. • Kelly suggest a combination approach with online and in-person to get input from the campus. • Subgroup formed with Kelly and Patty to pick dates and develop forums: Kristina Allende, Malia Flood, Tiffany Kuo.
6.	**Accreditation and Next Steps** • Planning Process • Annual Report • Institutional Set Standards (ISS) • Institutional Self Evaluation Report (ISER)	2:15	• Kelly goes over the Planning Process mapping that was included in the Institutional Self Evaluation Report (ISER) from the last Accreditation visit. • The work of IEC will determine whether the Planning Process works and be kept for upcoming process. • A few committee members mention that the Planning Process map is confusing and require more word explanation. The arrows pointing to the next area is not consecutive and rather should be embedded within the area. • Homework for the committee is to think about the Planning Process Mapping and as a group navigate through the map and identify the process within the chart. • Landry suggest putting a video component into the Planning Process map that has a voice explaining the process. • With ACCJC there's an annual report each year that cover fiscal and institutional including enrollment and success rates. • Institutional Set Standards are due April 8. The ISS includes what are the committee's ISS with stretch goal and aspirational goal, and goals the committee aim to achieve, course completion, numbers

			of certificates awarded, degrees awarded, transfers, examination pass rates and job placements.
			• ISS use a 3-year average.
			• Stretch goal and aspirational goal were not asked to be added until 2019-2020.
			• Loni asks for consistency in including or excluding the EW in the data.
			• The committee asks to come up with three statistical method to measure aspirational goals.
			• Accreditation Forum and Chair Training on Friday, March 11.
			• Barbara congratulated IEC for being identified and designated as the primary reading team for Accreditation, Standard IB. A weaving team in IEC to be put together which includes all the constituent groups.
7.	**Budget Committee Update** (Rosa)	2:30	• At the Budget Committee meeting, Morris gave an update on the January proposal.
			• Student Centered Funding Formula (SCFF) rate increased by 5.3% COLA.
			• Funding on retirement: PERS and STERS continue to increase.
			• Apportionment SCFF update: No deficit, allocation from last year will continue for the upcoming year.
			• BOG Waiver/Promise Grant will be funded for the entire year due to Mt. SAC emergency condition.
			• 2021-2022 enrollment decreased, funding remains the same.
			• Budget calendar: adopted budget and prioritization and strategies.
			• Purpose and Function for Budget Committee was approved by Cabinet.
8.	**PIE Update** (Pedro)	2:35	• PIE platform update. There has been a significant upgrade to PIE system.
			• Upgrade from Nuventive Improve to Nuventive Platform.
			• Two big phases: Phase 1 have new user interface that includes standardization of reports including a merger of the SharePoint date into one application (completed January 2022); Phase 2 have process improvement efforts of PIE process and possible redesign.
			• Locate on PIE site: embedded PowerBI dashboard, online forms, PDFs and excel files to be accessed via application.
			• Trainings are scheduled through POD for virtual, in-person, and divisional training.
			• Phase 2 is still in the works.
9.	**EPAC Planning Event**	2:45	• EPAC Planning Summit on Wednesday, April 27.
			• Past EPAC Planning Summit took up IEC and PAC time; afternoon.
10.	**Other**	2:55	• Kelly closed meeting by asking each committee members whether they have additional comments.
Spring 2022 Meetings: March 9 & 23, April 13 & 27, May 11 & 25, June 8, 2022			

Committee Goals and Progress Report
2021-22

Committee name: Institutional Effectiveness Committee

Name of person completing the report: Kelly Fowler, Vice President, Instruction, Patty Quinones, Director, Research & Institutional Effectiveness, and Kristina Allende, Faculty

Instructions: Due by **November 5, 2021**: Columns 1 and 2
   Due by June 3, 2022: Column 3
   Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

	Committee Goal	**Link to College Goal #**	**Completed Outcomes/Accomplishments (descriptive bullet list)**
GOAL # 1:	**Communicate to the campus community by maintaining an up-to-date website.**	6	
GOAL #2:	**Develop/Clarify the Strategic Plan Process (integrated planning process).**	1, 2, 3, 4, 5, 6	
GOAL #3:	**Develop and clarify the Committee Goal Review process.**	6	
GOAL #4:	**Review Unit, Manager, and Vice President PIE process and templates**	4, 5, 6	
GOAL #5:	**Prioritize equity in the development of planning processes and college plans**	1, 2, 5	