



INSTITUTIONAL EFFECTIVENESS COORDINATING COUNCIL

April 18, 2022

Virtual Meeting via Zoom

Meeting Minutes

Voting Members Present: Bryan Ventura, Cherry Li-Bugg, Damon de la Cruz, Daniel Berumen, Dulce Delgadillo, Gabrielle Stanco, Geoff Hurst, Jennifer Combs

Absentees: Gary Jimenez, Jennifer Carey, Jose Ramon Nunez

Recording Secretary: Gabrielle Stanco

I. Call to Order: The meeting was called to order at 3:03 p.m.

II. Introductions

III. Approval of Meeting Minutes: Motion to approve the minutes of the October 18, 2021 meeting made by Bryan Ventura; seconded by Geoff Hurst, motion carried. Damon de la Cruz and Dulce Delgadillo abstained from voting.

IV. Comments from the Public: None

V. Districtwide Education Engagement Index (EEI) Survey

Dr. Li-Bugg and Dr. Stanco shared the plan to distribute the EEI survey districtwide to students and employees the week of April 25th. The survey is designed to get student and employee input on how people have been learning, teaching, and working through the pandemic and expectations/preferences for the future of learning and work, including virtual and hybrid options. The results are going to be used to help improve understanding about the student and employee experience and points of view about the future. Gensler, the developers of the survey, will be doing most of the analysis and reporting of results. As a third-party provider not associated with our District, Gensler offers a more objective means to collect and analyze feedback.

Bryan, Daniel, and Dulce shared they have been working with their respective teams to promote the survey to students through emails from each President, Canvas messaging, newsletters, student sessions, etc. As incentive to complete the survey, the district is raffling off a set of bookstore vouchers to students. Employees are not being offered an incentive, but IECC members felt the survey offered a good opportunity for employees to share their opinions about the future of work and thus would garner high participation.

VI. AP 3722 Data Security Standards

Dr. Li-Bugg shared the latest draft of AP 3722 and explained that the need for such a procedure arose after the cybersecurity incident at NOCCCD in early 2022. IECC members discussed how the AP related to existing AP 3310 and recommended that AP 3310 be modified to encompass email and other digital file retention. Members also discussed the data sharing agreement section and how all agreements in the future should be approved by the Vice Chancellor of Educational Services and Technology.

VII. NOCCCD Planning Design Team Update

Dr. Li-Bugg reminded IECC members that the District concluded its last 10-year planning cycle under the umbrella of the *NOCCCD 2011 Comprehensive Master Plan*. Now the District is working to create two districtwide strategic plans for the new 10-year cycle based on the recently completed *2021-2030 Comprehensive Educational and Facilities Master Plan*. The two short-term strategic plans will range from 2022 to 2026 and 2027 to 2030. A districtwide Design Team has been convened to create the first short-term strategic plan, with representatives from all constituent groups. Dr. Li-Bugg requested support from IECC members to help fill appointments for the Design Team so that the first meeting could be held before the end of the spring 2022 semester. IECC members offered to follow up with their constituent groups to ensure appointments were completed.

VIII. Adjournment: The meeting adjourned at 3:55 p.m.