



INSTITUTIONAL EFFECTIVENESS COORDINATING COUNCIL

April 20, 2020

Virtual Meeting via Zoom

Meeting Minutes [No Quorum]

Voting Members Present: Cherry Li-Bugg, Gabrielle Stanco, Lisa Clark, Jason Thibodeau, Gary Jimenez, Dulce Delgadillo

Non-Voting Members Present: Geoff Hurst

Absentees: Eileen Haddad, Joseph Ramirez, Jennifer Carey, Jose Ramon Nunez, Kim Orlijan, Josh Ashenmiller

Guests/Resources: Jenny Derry, Gail Arriola-Nickell

Recording Secretary: Gabrielle Stanco

I. **Call to Order:** The meeting was called to order at 3:02 p.m.

II. **Introductions**

III. **Comments from the Public:** None

IV. **Approval of Meeting Minutes from 11-18-19:** Deferred since there was no quorum

V. **EFMP Draft Review & Discussion**

Jenny Derry, Project Manager from Brailsford & Dunlavey and Dr. Gail Arriola-Nickell, NOCCCD Special Project Director for the Master Plan shared some draft materials from the Educational and Facilities Master Plan and gave an update on the project completion. The introduction of the document presents student and community demographics and projection data for the next ten years to help provide context for the District's future planning. The document includes updated Strategic Directions and goals to help guide planning and resource allocation and presents a number of educational initiatives that describe how the District might address and improve upon student outcomes. The facilities portion of the document includes a number of maps with suggested scenarios for re-structuring or creating new buildings and spaces. IECC members discussed how the document is being updated to address changing scenarios with the current Coronavirus pandemic. Given the changing nature of economic and labor market trends as well as the unpredictability of enrollment, the EFMP will be revisited within 5 years to make adjustments, as needed.

VI. **MIS Summit**

Dr. Stanco shared the District plans to host an MIS Data Summit with the goal of promoting shared ownership of NOCCCD's institutional data and how employees can work together to improve its integrity, security, and use. The summit will be held virtually in summer 2020 and will be open to all employees from all constituent groups (e.g., division office managers, faculty chairs, categorical program directors, deans, CEOs, etc.). Dr. Stanco also shared the draft agenda, which includes a large group session providing an overview of the MIS system, CCFS-320 reporting, how institutional data connect to State initiatives (e.g., the Student-Centered Funding Formula), and how to promote shared ownership of the data management process. Small group sessions are also planned to develop RACI matrices (identify who is Responsible, Accountable, Consulted, and Informed during each step of the data process) and desk guides as well as to review existing state data trends and brainstorm improvement plans. IECC members suggested assigning group leads for the small group sessions, using a variety of infographics and other visuals to engage participants and reaching out to

the professional development teams on campus who have successfully lead engaging virtual meetings.

VII. Data Governance/Data Management Policy

Dr. Stanco shared a draft Data Governance Framework document that the District is interested in adopting to help improve institutional data integrity, security, and use. This framework would provide some guidance on ideal data management policies and procedures (essentially the “what” and “why” of data management). This framework is a compliment to the more detailed NOCCCD Data Management Handbook, which outlines day-to-day operations related to institutional data entry and collection, reporting, and validation (essentially the “how” of data management).

VIII. Adjournment: The meeting adjourned at 4:03 p.m.