



INSTITUTIONAL EFFECTIVENESS COORDINATING COUNCIL

May 18, 2020

Virtual Meeting via Zoom

Meeting Minutes

Voting Members Present: Cherry Li-Bugg, Gabrielle Stanco, Eileen Haddad, Kim Orlijan, Joseph Ramirez, Josh Ashenmiller, Geoff Hurst

Absentees: Lisa Clark, Jason Thibodeau, Gary Jimenez, Dulce Delgadillo, Jennifer Carey, Jose Ramon Nunez

Recording Secretary: Gabrielle Stanco

I. Call to Order: The meeting was called to order at 4:04 p.m.

II. Introductions

III. Comments from the Public: None

IV. Approval of Meeting Minutes from 11-18-19 and 4-20-20: Deferred since there was no quorum

V. MIS Data Summit Materials

Dr. Stanco reminded members about the MIS Data Summit to be held virtually on June 18, 2020 with the goal of promoting shared ownership of NOCCCD's institutional data. She 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. The agenda also includes small group sessions to develop RACI matrices (identify who is Responsible, Accountable, Consulted, and Informed during each step of the data process), review desk guides, and brainstorm improvement plans. IECC members made recommendations to improve the worksheets for use during the small group sessions, including re-organizing the desk guides to be more accessible for a broader audience, and providing a framework for action planning ideas.

VI. EFMP Assessment Plan

Dr. Li-Bugg shared the draft plan for how the District is proposing to assess the implementation of the Educational and Facilities Master Plan (EFMP). It includes a mixed-methods approach of using quantitative KPIs aligned to State metrics and qualitative methods to gather narrative feedback. This plan also specifically addresses methods to gather feedback about the facilities portion of the EFMP so that constituents have the opportunity to comment on that area as well. IECC members recommended conducting student panels and using other robust qualitative methods, such as focus groups with faculty, staff, and community members/alumni to get more candid feedback about what is working.

VII. Automated Student Withdrawal Survey

Dr. Stanco reminded members that at the November IECC meeting, the two Fullerton faculty (Kim Orlijan and Josh Ashenmiller) proposed conducting a pilot of the student withdrawal survey during summer 2020 since it already received Faculty Senate approval a few years ago at Fullerton. However, due to the pandemic and other extenuating circumstances, Dr. Li-Bugg and Dr. Stanco requested confirmation that this plan was still appropriate. Dr. Orlijan confirmed that she would still support conducting the survey, especially since it could provide more feedback about why students are withdrawing during this unusual time. The results of the Fullerton College pilot will be shared with Cypress and NOCE faculty for further discussion and refinement. District IS will work to create the survey in PageBuilder so that it is presented to students automatically when they drop or withdraw online. The options presented to students for why they are withdrawing will be the ones discussed and approved by the Fullerton Faculty Senate in December 2016.

VIII. Adjournment: The meeting adjourned at 5:00 p.m.