



## INSTITUTIONAL EFFECTIVENESS COORDINATING COUNCIL

October 19, 2020

Virtual Meeting via Zoom

### Meeting Minutes

**Voting Members Present:** Cherry Li-Bugg, Gabrielle Stanco, Eileen Haddad, Joseph Ramirez, Gary Jimenez, Dulce Delgadillo, Geoff Hurst

**Absentees:** Jennifer Carey, Jose Ramon Nunez, Kim Orlijan, Jennifer Combs, Craig Goralski

**Recording Secretary:** Gabrielle Stanco

**Resource:** Jason McPheron

I. **Call to Order:** The meeting was called to order at 3:04 p.m.

II. **Introductions**

III. **Approval of Meeting Minutes:** Motion to approve the minutes of the May 18, 2020 meeting made by Joseph Ramirez; seconded by Dulce Delgadillo, motion carried by unanimous vote.

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

II. **Integrated Planning Manual Update**

Dr. Li-Bugg explained that we are planning to update the District Integrated Planning Manual and has recommended to the District Consultation Council (DCC) that IECC conduct the initial review. DCC is still considering the process and will decide soon how to proceed. IECC members explained what other planning process work is being done at each campus. Dr. Ramirez shared that Fullerton is reviewing their planning manual this year with the goal of completing review and approval by May 2021. Dr. Haddad shared that Cypress is developing a new strategic plan in spring 2021 and Director Delgadillo shared that NOCE is revising their program review process with the goal of completing review and approval by May 2021. Given the other planning work in progress, IECC members agreed that it would be best to delay updating the Integrated Planning Manual until 2021-22 in order to reflect the revised planning and process documents in progress.

III. **District Strategic Plan Assessment Process (2020-21)**

The District's current Integrated Planning Manual (updated fall 2017) describes that each of NOCCCD's short-term Strategic Plans span three years. This academic year (2020-21) will be used to conduct an assessment of the districtwide Strategic Plan process to inform the creation of the next set of strategic plans for the timeframe 2021-22 through 2029-30. The assessment and planning year will also allow for time to align with the new 2021-2030 Comprehensive Educational and Facilities Master Plan. Dr. Li-Bugg solicited feedback from IECC members about how to assess planning processes and IECC members shared examples of how strategic planning work is being done at their campuses. At Cypress, Dr. Haddad explained that the college conducts an annual self-evaluation to measure the extent to which the previously developed goals and objectives for 2017-20 are achieved. The Institutional Research Office receives updates for goals and objectives and the Strategic Direction chairs then rank the progress made on each one. This process is being reviewed to improve campus-wide participation and communication about progress. At Fullerton, strategic plans are closely aligned to program review goals. At NOCE, strategic plan goals are aligned to Institutional Effectiveness indicators in order to track progress toward larger institutional measures. During program review, individual units/departments then align to the strategic plan goals.

**IV. District Climate Survey**

Historically, District Services has conducted a climate survey to gather feedback from employees about general workplace satisfaction (collaboration, trust, etc) in addition to satisfaction with specific services to inform administrative program review. Dr. Li-Bugg and Dr. Stanco requested feedback from IECC members about how to modify the survey to better gather evidence that could be used for improvement. Dr. Ramirez recommended a two-part question structure to capture 1) the likelihood someone would recommend services to a colleague (quantitative), and 2) an explanation of why someone provided that ranking (qualitative). Director Delgadillo recommended separating the climate questions from the satisfaction questions and potentially conducting point of service surveys for specific areas. Members also discussed racial climate surveys being conducted this year at Cypress and Fullerton.

**V. Mission, Vision, Values Review Process**

Dr. Li-Bugg explained that BP 1001 describes the mission and stipulates that the mission is evaluated and revised every three years. DCC will be leading the review process this year (2020-21) and the details are still to be determined.

**VI. Student Automated Withdrawal Survey – Fullerton College Pilot Update**

Dr. Stanco reminded members that Fullerton proposed conducting a pilot of the automated student withdrawal survey approved by the Faculty Senate in 2016. Jason McPheron from District IS created the survey in PageBuilder and did a demonstration of how the survey will function. Once a student drops a course online (through Banner), the student will be redirected to a separate survey page to respond to a multiple-choice menu of why they are withdrawing. The menu will be presented once for each course from which the student has withdrawn. The options presented to students for why they are withdrawing are from the list discussed and approved by the Fullerton Faculty Senate in December 2016. The survey will be presented to Fullerton students starting at the beginning of the spring 2021 semester if they withdraw from any course from that point onward. Results will be summarized by the Fullerton Office of Institutional Effectiveness and in accordance with the [Faculty Senate resolution](#) will only be shared with the relevant faculty member and cannot be used for instructor evaluations. Publicly shared data will be aggregated in a manner that maintains faculty anonymity. Dr. Ramirez will conduct preliminary analyses of aggregate data after the second week of the spring 2021 semester to share with IECC members for further review and discussion.

**VII. Adjournment:** The meeting adjourned at 4:30 p.m.