Mt. San Antonio College	Institutional Effectiveness Committee	May 27, 2020
		1:30-3:00 pm | Zoom

Attending:

☐ Richard Mahon(Co-Chair)
☐ Barbara McNeice-Stallard (Co-Chair)
☐ L.E. Foisia
☐ Alexis Carter
☐ Joan Sholars (Budget Liaison)
☐ Meghan Chen

☐ Grace Hanson
☐ Joumana McGowan
☐ Mohamed Almouazzen (Student Rep)
☐ Rosa Royce (Budget Liaison)
☐ Kim-Leiloni Nguyen
☐ Michelle Sampat

☐ Annel Medina Tagarao
☐ Kate Morales
☐ Pedro Suarez (Guest)
☐ Chisa Uyeki (Co-Chair)
☐ Rocio Avila
☐ Betsy Lawlor

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Lisa E. Jackson (Recorder)

AGENDA			
	Item/Comments	**Time**	**Discussion/Outcome**
1.	**Welcome**		
2.	**Approval of Minutes** (April 22 Meeting)	5 mins	The links are not functional, with the correction of making the links functional, the minutes were approved as submitted.

3.	**PIE Update** (Richard, Michelle, Pedro)	10 mins	Richard stated that he would like to link PIE Update to the Strategic Plan and Accreditation and referred to the document he emailed the group on May 26.
			
			 • In this document, Richard shared his thoughts on planning at Mt. SAC in a way that the planning process is simple, does not require more time than is necessary to get the work done, and addresses two not entirely overlapping needs.
			
			     1. Student Learning Outcome Assessment
			     2. Getting the resources that units and departments need to do their work.
			
			 • There is reason to think that the process at Mt. SAC isn't working as well as it should. As illustrated by the fact that there was no VPI PIE from last year or the year before.
			
			 • Richard has been having regular conversations with Michelle and Pedro regarding the PIE process.
			
			 • Pedro stated that the VP PIE for the last two years was not posted online in the archives of previous

			PIE reports, but it was available in the PIE system (Nuventive Software). It was never extracted and posted online. • Pedro shared that they are in full swing for training. They have reached out to several different divisions and conducted extensive training. Currently reaching out to Student Services and Admin Services for training in the coming weeks.

4.	**Strategic Plan** (Richard, Barbara, Chisa) *(Expanded PAC November 2020)*
	• Process – our work today.
	  • What is the SP? (Richard)
	  • What is Mt. SACs History of SP? (Richard)
	  • Going forward what would be our SP? (Richard)
	  • Q: Which plans should IEC review? (Barbara)
	  • Q: How could we efficiently review the plans and get updates to the plans? (Chisa)
	  • Q: For Fall do we need more meetings or do we need more homework sessions? (Richard)
	• Timeline (handout)
		15 mins	The Strategic Plan is something that Mt. SAC wants to have. A Strategic Plan is the way the campus looks at itself, its challenges, and resources. It should help the college community understand how all of the pieces come together and the college community does its work.
			• The most important part of this plan is that it helps all members of a college community have a common-shared understanding about institutional priorities, and within it, a framework of time of how it wants to make progress on them.
			• RIE to report at the June Board meeting. This report will have a significant equity focus.
			
			Mt. SAC has multiple documents that are available for review. Going forward, Richard stated that he proposes to have a small workgroup to continue to work over the summer which includes, Chisa, Loni, Michelle, Barbara as those who have particular roles that have crucial parts in the Strategic Plan.
			• Hope to have a draft document available in the Fall which will then be available for vetting and conversation.
			
			Joumana commented that all VPs be included in the workgroup in order to be more inclusive to have buy-in in from all of the units.

			Barbara encouraged everyone to take a few moments to read the document *"Planning at Mt. SAC"* Richard sent by email yesterday. It provides information historically about the Strategic Plan. Timeline wise we have Expanded PAC in November. Updates will be provided in September and October. Ultimately a draft will be provided of what we would like input on. As a reminder: • Keep it short, don't re-create the wheel ; • Use, acknowledge, and honor what has been done; • Create a draft to be presented at Expanded PAC to get input, but get lots of input all the way through. There was discussion regarding the different plans that the college has already developed and which plans need to be updated and included.
5.	**Accreditation - Midterm Report Update** (Rocio and Betsy) • [Midterm Report Public Draft 042220 mtg.docx](#)	20 mins	Senate Exec has seen the draft as a discussion item and as an action item. • A draft of the Midterm Report has been uploaded onto a webpage and will be released for public view at a later date. • A timeline has been added to the webpage. No feedback has been received yet with any recommended updates and modifications • There will be a vote at full senate tomorrow.

6.	**Purpose, Function, and Membership 2019-2020**
	  A. 2019-20 Approved by PAC (Richard, Chisa, Barbara, Joan, Rosa)
	  B. 2019-20 Goals – What did we accomplish? (see below)
	  C. 2020-21 Possible Edits?
	    1. Purpose and Function (Barbara)
	    2. Update Membership and Terms (Lisa)
		25 mins	The 19/20 Purpose, Function & Membership Statement was approved by PAC.
			• There was a review and discussion of the goals by the Committee and edits made as needed.

	a.	Faculty Co-Chair (Chisa)		
	b.	Budget Liaisons and IEC Liaisons (voting or nonvoting members – Joan and Rosa)		
	c.	Goals and Mapped to College Goals (Richard)		
7.	**Other (All)**		5 mins	
8.	**Future Agenda Items** • Stretch Goals		5 mins	
Future Meetings: 4th Wednesday of each month from 1:30pm-3:00pm – via Zoom (May 22)				

Committee Goals and Progress Report
2019-20

Committee Goal		Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1:	Committee website up-to-date	6, 11, 15	• IEC website is up to date. All minutes for 2019-2020 are posted.
GOAL #2:	Evaluate and strengthen Unit, Manager, and Vice President PIE templates	1, 3, 7, 8, 12	• Ninja Team in collaboration with IEC simplified and strengthened all PIEs. • Additional support was offered to employees including, one-on-one and group trainings. • On-demand videos were created and updated. • Due to COVID-19, IEC recommended a reduced PIE for this year. VP of Instruction sent update to campus community.
GOAL #3:	Clarify the strategic plan process (integrated planning process)	1, 3, 8, 9, 12, 14	• The committee was informed of discussions between President Scroggins and committee co-chairs Richard Mahon, Barbara McNeice Stallard, and Chisa Uyeki regarding approaches to the forming of a new strategic plan.

			• The Committee reviewed a number of Mt. SAC planning documents and discussed the challenges and opportunity to focus and integrate planning processes to best serve students. • The committee agreed to support the formation of a summer workgroup to imagine and begin preparation of a new Strategic Plan.
GOAL #4:	Shared data on effectiveness of college planning efforts	3, 8, 9, 12, 14	• Through the annual ACCJC report, IEC reviewed the College's Institution-Set Standards (ISS) as well as the College's progress in these metrics. • IEC is reviewing these metrics to create its aspirational goals as mandated by ACCJC. • The June 2020 metrics report to the report to the Board will include a review of these and other metrics that the college is tracking. These metrics will allow IEC to decide which they are going to track for the strategic plan.
GOAL #5:	Provide feedback to strengthen unit-level review	1, 10, 12, 14	• This year and last year, the Ninja Team in collaboration with IEC provided direction to the College employees as to how to write quality PIEs. The training offers this opportunity in a more dialogue fashion to spur conversation.
GOAL #6:	Communicate resource allocation decisions	12, 14	• It was the intention of IEC to provide more professional development to employees as to the nuances of resource allocation decisions. However, this was not accomplished and will be considered as a goal for next year. • Currently the process for resource allocation is we do a good job of exporting the resources entered into the PIE system, but there is a small disconnect with the loop back because some departments or units don't know if their resource was funded. There is more work to be done in that aspect, but the capturing of resource requests is very good in the PIE system.
GOAL #7:	Explore the incorporation of data coaching in planning for institutional effectiveness	1, 3, 8, 10, 12, 14	• During trainings, a researcher is available to walk through the data components of PIE. • On March 13, 2020, the College was going to host a data coaching event called "The Power of Our Data". The event was postponed due to COVID-19 and will be rescheduled at a later date.