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| <b>Mt. San Antonio College</b> | <b>Institutional Effectiveness Committee<br/>Minutes</b> | <b>March 8, 2023</b><br>1:30 p.m.- 3:00 p.m.   Zoom |
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|---|----------------|----------|--|-----------------|----------|
| Vice President, Instruction (Co-Chair)                      | Kelly Fowler   | <b>X</b> | Faculty Credit (appointed by the AS) (Co-Chair)    | Tiffany Kuo     | <b>X</b> |
| Associate Vice President, Instruction                       | Meghan Chen    |          | Faculty Noncredit (appointed by AS)                | Landry Chaplot  | <b>X</b> |
| Director, Research & Institutional Effectiveness (Co-Chair) | Patty Quinones | <b>X</b> | Faculty – Student Services (appointed by AS)       | <b>Vacant</b>   |          |
| Faculty Outcomes Coordinator                                | Kelly Coreas   | <b>X</b> | Classified (appointed by CSEA 262)                 | <b>Vacant</b>   |          |
| Academic Senate President or Designee                       | Roger Willis   |          | Classified (appointed by CSEA 651)                 | <b>Vacant</b>   |          |
| Faculty Accreditation Coordinator                           | Barbara Mezaki |          | Student (appointed by the Associated Students)     | <b>Vacant</b>   |          |
| Faculty   | <b>Vacant</b>  |          | Budget Committee Liaison                           | Rosa Royce      | <b>X</b> |
| Director of Human Resources or Designee                     | Ryan Wilson    |          | PIE  | Krupa Patel     |          |
| Student Services (appointed by VPSS)                        | Malia Flood    | <b>X</b> |  | Cathy Stute     | <b>X</b> |
| Instructional Services (appointed by the VP Instruction)    | Sylvia Ruano   | <b>X</b> | Guest – Assistant Dean, Accreditation and Planning | Lianne Greenlee | <b>X</b> |
| Information Technology (appointed by the VP Admin Services) | Kate Morales   | <b>X</b> | Recorder   | Doris Torres    | <b>X</b> |

| <b>AGENDA</b> |   |             |   |
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|               | <b>Topic</b>  | <b>Time</b> | <b>Discussion/Outcome</b>   |
| 1.            | <b>Welcome</b>  | 1:30        | <ul style="list-style-type: none"> <li>• Welcome to committee members</li> </ul>  |
| 2.            | <b>Review of the Agenda</b>   | 1:35        | <ul style="list-style-type: none"> <li>• Agenda Approved</li> </ul>   |
| 3.            | <b>Approval of the <a href="#">November 23<sup>rd</sup></a> Minutes</b> | 1:40        | <ul style="list-style-type: none"> <li>• November 23<sup>rd</sup> meeting minutes were approved as written.</li> </ul>  |
| 4.            | <b>Strategic Plan Update</b>  | 1:45        | <ul style="list-style-type: none"> <li>• A thank you to IEC and RIE for collaborating on completing the Strategic Plan Update.</li> <li>• The Strategic Plan was approved by the Board of Trustees in January 2023, and the implementation of the plan can now begin.</li> <li>• Next Steps:               <ul style="list-style-type: none"> <li>○ The updated Strategic Plan should have a formal cover to match key documents. Uyen Mai or John Lewellen from the Marketing department would be able to assist with this request.</li> <li>○ The Strategic Plan should be posted on the website.</li> <li>○ On the Strategic Plan webpage, the Mission, Vision statement page should be changed to Strategic Priorities.</li> <li>○ A campus wide announcement should be sent out about the completion of the Strategic Plan.</li> </ul> </li> </ul> |

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| 5. | <b>Annual Report Status</b>  | 1:50 | <ul style="list-style-type: none"> <li>The Annual Report was received, and the data will be ready to review at the next IEC meeting held on March 22, 2023.</li> <li>Completion of the report is due April 14, 2023.</li> </ul>   |
| 6. | <b>EPAC Update</b>   | 2:00 | <ul style="list-style-type: none"> <li>IEC members worked with Expanded President’s Advisory Council (EPAC) to make improvements to the Integrated Planning Model.</li> <li>This discussion moved to topic #7, Integrated Planning Model.</li> </ul>  |
| 7. | <b>Integrated Planning Model</b> <ul style="list-style-type: none"> <li><a href="#">Current Process Map</a></li> <li><a href="#">Map Update Options</a></li> </ul> | 2:10 | <ul style="list-style-type: none"> <li>The most current Integrated Planning Model was shared.</li> <li>IEC and Expanded President’s Advisory Council (EPAC) brainstormed to improve the previous version. Three updated models were presented with explanation of the Mission, Vision, and Values, as well as 6 Strategic Priorities.</li> <li>The committee agreed model #3 was the best choice, with minor corrections.<br/> Suggestions to improve plan #3: <ul style="list-style-type: none"> <li>○ Add “What do acronyms/legends stand for.”</li> <li>○ Share plan with Planning for Institutional Effectiveness (PIE) to provide feedback.</li> <li>○ Involve Accreditation Steering Committee (ASC) for additional information.</li> </ul> </li> </ul> <p>During the meeting model #3 was updated to better align with the role of the Mission, Vision, and Values.</p> <ul style="list-style-type: none"> <li>Other committee member discussion: <ul style="list-style-type: none"> <li>○ Who do we report the Integrated Planning Model too?</li> <li>○ It was said President’s Advisory Council (PAC) or IEC should review the plan and choose specific committees.</li> <li>○ Purpose and function do specify IEC should review.</li> </ul> </li> </ul> <p>During this discussion, no decision was made on who to report the updated Model to. This topic will be discussed at the next IEC meeting on March 22, 2023.</p> |

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| 8. | <b>Budget Committee Update (Rosa)</b> | 2:40 | <ul style="list-style-type: none"> <li>• The first Budget meeting was held on March 1<sup>st</sup>. P. Quinones attended as the liaison for IEC. Morris Rodrigue, Vice President of Administration Services, reviewed the proposed budget of the state and discussed how it may impact certain programs.</li> <li>• Morris requesting that Planning and Institutional Effectiveness (PIE) should provide a list of non-funding resource requests, entered by the unit member, these requests should be ranked as High, Mid, Low priority, P. Quinones will reach out to K. Patel for assistance.</li> <li>• The budget committee has a goal related to affordable budget practices, Morris would like PIE to support or facilitate that information.</li> </ul> <p>P. Quinones will continue to meet with Morris on how the process should be implemented.</p> |
| 9. | <b>PIE Update (Krupa)</b>             | 2:50 | Nothing to report.   |

**Spring 2023 Meetings:** March 22, April 12, April 26, May 10, May 24.