

# IEC Meeting Notes

Aug 5, 2020, Time 3:00-5:00 pm, via Zoom

Members present: Molloy Wilson, Christine Andrews, Paul Jarrell, Kate Sullivan, Marsha Sills, Tammie Stark, Shannon Ball, Brandon Gibson, Chris Rehn, Ian Coronado, Kate Sullivan

Members absent: Carla Arciniega, Barb BarlowPowers, Cameron Santiago, Lida Herberger

The Year 6 accreditation report is now available for feedback [Policy, Regulation, Financial Report](#). Please provide comments in the document itself. Thank you!

Institutional Indicator Subcommittee Update: Work is progressing. By Nov 1, 2020, the target completion date, the indicators, for the most part, will be complete and listed on the website. Resources:

- [Institutional Indicators, Benchmarks, Progress Notes](#)
- [Institutional Indicators on web](#)

The work group analyzing indicator language and data collection and use methodology presented to the IEC. The group suggested the indicator language should be changed to, “credit outcomes for skill development students.” “Credit outcomes for skill development students” includes students who have taken ABSE or ESL classes, students enrolled in both ABSE and ESL at the same time, and Students who have taken credit courses and then gone back to take SD courses.

The lengthy discussion that followed included the need to capture both the success of skill development (SD) students as well as their rate of transition to credit classes and degree completion. Discussion involved the advantages and disadvantages of success versus rate of transition, challenges with data measuring the rate of transition, as well as the need to update data collection procedures to appropriately capture data to measure transitions. Student Services currently tracks students goals (highest level grade completed and “improving basic skills”). However, the data have been less reliable than what is necessary.

It was suggested that measuring the milestones that students accomplish over time provides great value to the College particularly because we can use the data to provide support to students, close equity gaps as well as help those students get jobs and thus meet workforce needs. It was agreed that historic data is insufficient to the task. The Provost and Executive Director of Institutional Effectiveness agreed to support efforts that would ensure changes were made so that improvements to data collection would be possible. Quantitative and qualitative data collection methods will be harnessed.

Transitions would include SD, a certain number of credits completed, and certificate/degree attainment.

This work group will meet one more time to refine the indicator language. During the next IEC meeting, the Chair will call for a vote approving new indicator language.

Richard provided a brief overview about how the Office of Institutional Effectiveness (IE) will perform a review of processes and increase collaborative efforts.

Richard shared that the RFP for a Software as a Service (SaaS) has been drafted and by August 31, 2020 a vendor will be chosen. The integrated software will help increase collaborative work and decrease IR workload.

### IEC Communication Team Update & Work

Team members Marsha, Shannon, Brandon, Cathy, Molloy, Tammie Met once and drafted the scope of work and communication plan, linked below.

Resources:

- [Scope of Work & Goals](#)
- [IEC Communication Plan](#)

The committee Chair asked each member to commit to raising awareness about the [Institutional Indicators](#) with their Department/Division/Council/group.

The IEC Comms Team will continue to meet, discuss communications needed, and how to send out messages.

Reports to the IEC ([Template](#)) will be due in Fall. Assessment of student learning & APROC could begin drafting now.

Future meetings will include:

- Guidance from our sponsors on scope of work, membership, roles & responsibilities
- Refine [work plan](#), as needed
- Institutional program review process

Resources:

- Copy of final [Institutional Indicators](#)
- Copy of [Institutional Indicators working document](#)
- Link to former indicators, [Core Themes](#)
- IEC [shared drive](#)
- [IEC Charter](#)
- [IEC website](#)