Vice President, Instruction (Co-Chair)	Kelly Fowler		Information Technology (appointed by the VP Admin Services)	Kate Morales	X
Associate Vice President, Instruction	Meghan Chen		Faculty Credit (appointed by the AS)(Co-Chair)	Kristina Allende	X
Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	X	Faculty Noncredit (appointed by AS)	Landry Chaplot	X
Faculty Outcomes Coordinator	Kim Leiloni Nguyen	X	Faculty – Student Services (appointed by AS)	Vacant	
Academic Senate President or Designee	Chisa Uyeki	X	Classified (appointed by CSEA 262)	Mark Fernandez	
Faculty Accreditation Coordinator	Barbara Mezaki	X	Classified (appointed by CSEA 651)	**Vacant**	
Faculty	Tiffany Kuo	X	Student (appointed by the Associated Students)	Jasmine Lehal	
Director of Human Resources or Designee	Alexis Carter		Budget Committee Liaison	Rosa Royce	
Student Services (appointed by VPSS)	Malia Flood	X	Guest	Pedro Suarez	X
Instructional Services (appointed by the VP Instruction)	**Vacant**			*Lisa Jackson – Recorder*	

MINUTES		
Topic	**Time**	**Discussion/Outcome**
1. **Welcome**	1:30	
2. **Approval of the Agenda**	1:35	• The Committee reviewed the agenda. It was approved as submitted.
3. **Approval of the October 13 minutes**	1:40	The following edits to the October 13 minutes were made: • Two new goals were submitted by Academic Senate to PAC. • In between the PAC meetings, Dr. Scroggins asserted that the goals had been approved in June and sent forward to IEC. • Kelly stated that the goals won't be changed and the two new recommended goals will not be integrated into the existing goals, but we will think about content and development of KPIs. • IEC now needs to look at the recommended goals and determine how the content would be integrated into strategic planning. The minutes of the October 13 meeting were approved as submitted with the above-noted corrections. All voted in favor and there was one abstention.

1.	**PIE Update** (Fawaz and Pedro)	1:45	Pedro shared a PowerPoint presentation with the Committee – click here to view • PIE upgrade scheduled to land in Winter 22. • Outcome for 2021-22 is to modernize and enhance the user interface and make it easier to access needed data. This action will empower the user. • Training materials and training videos are being updated. Integration will be done prior to PIE opening in 2022. • Items to be housed include the Power BI Dashboard, some PDFs with statistical information from the Center of Excellence (COE) and limited Excel files. • Met with Rosa and Christine Lam to review the easy calculator to show how salaries are calculated. This feature will be embedded as well and will assist with cost estimation. • Divisional trainings and one-hour training sessions with different divisions will be conducted as needed. • Pedro reported that the rollout for next year included discussion of a major re-design to be discussed in the coming months. This will also include an analysis of what works and what doesn't.
2.	**Budget Committee Update** (Rosa)	2:00	No update
3.	**Strategic Planning** (Kristina) • Crosswalk	2:05	Kristina shared that she was asked to develop a draft crosswalk with the current Educational & Facilities Master Plan and then with the standards from the ACCJC. • The draft was reviewed by Co-Chairs Fowler and Quinones. • The draft will be reviewed by the Accreditation Steering Committee to determine if there are any additional standards that can be crosswalked. • Goal is to see how Strategic Plan Goals interweave with the themes of the Educational Facilities Master Plan and accreditation standards.

4.	**Common Platform Proposal for Committee Agendas** (Kelly)
	• Governance Committees
	• Retention and Persistence Committee (Pilot)
		2:15	Kelly asked if it would be advantageous to centralize agendas and minutes in Board Docs.
			• It may be easier to extract evidence for accreditation purposes.
			• The challenge is that the support varies for each committee.
			   o It may be helpful to identify major and targeted committees that would benefit from this.
			• Discussed shared governance and the [webpages](). The reporting structure isn't illustrated like it is for Academic Senate.
			• Discussion was held regarding the structure and which committees report to PAC or AMAC.
			   o Need to determine which committees are Brown Act Committees and which meetings require in-person meetings.

5.	**Data-Informed Decision Making**
	• Office of Research and Institutional Effectiveness
	• Title V Newsletter
	• Data Coaching Update
		2:25	Patty asked if it would be a good idea to have standard reports available and to also have data reports be a standing item for IEC (for example data reports, AB705, etc.,)
			• The Committee agreed that this would be a good idea to have as a standing agenda item.
			• Discussion held regarding the equity gap and quantifying the gap and retention. Research & Institutional Effectiveness to drill down and look at persistence.
			
			Tiffany reviewed the [Data Coaching Project]() highlighting the updates for Fall 21.
			• There was a collaboration with the English and Engineering & Physics Departments and presented data specific to the departments.
			   o The goal was to show individual instructors the data that can be obtained through the data coaches.
			   o Several instructors have signed up for the Data Literacy Canvas course and two others have come in for assistance during office hours.
			   o The goal is to have the use of data normalized and not be awkward.

6.	**Process Map and Integrated Planning** • What is Integrated Planning? • Discussion at next meeting around Integrated Planning. • Please read and review these materials for our next meeting. o [Self Evaluation Report 2017 – Standard I.B: Assuring Academic Quality and Institutional Effectiveness]()	2:35	Committee members were reminded to read this standard prior to the next meeting and be prepared to discuss it at the next meeting.

7.	**Announcements**	2:45	•

Future Meetings: November 10 & 24, and December 8

Committee Goals and Progress Report
2021-22

Committee name: <u>Institutional Effectiveness Committee</u>

Name of person completing the report: <u>Kelly Fowler, Vice President, Instruction, Patty Quinones, Director, Research & Institutional Effectiveness, and Kristina Allende, Faculty</u>

Instructions: **Due by November 5, 2021**: Columns 1 and 2

Due by June 3, 2022: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal		Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1:	**Communicate to the campus community by maintaining an up-to-date website.**	6	
GOAL #2:	**Develop/Clarify the Strategic Plan Process (integrated planning process).**	1, 2, 3, 4, 5, 6	
GOAL #3:	**Develop and clarify the Committee Goal Review process.**	6	
GOAL #4:	**Review Unit, Manager, and Vice President PIE process and templates**	4, 5, 6	
GOAL #5:	**Prioritize equity in the development of planning processes and college plans**	1, 2, 5	