Institutional Effectiveness Advisory Committee Meeting
Thursday, May 13, 2021
Meeting Notes

Attendees
Oleg Bespalov; Phillip Briggs; John Cooney; Sofia Diamantopoulo; Nan Duangpun; Cynthia Herrera; Keller Magenau; Mike Rose; Dan Watkins; Kim Watters; Pamela Yeagley

Recorder
Gina Paduano

1. Welcome and Announcements
Discussion: 1.01 Welcome and Announcements
The meeting commenced at 8:30am. K. Magenau announced that G. Paduano would not be here but would complete the minutes from the recording.

2. Approval of the April 08, 2021 Meeting Notes
Minutes: 2.01 Approval of the April 08, 2021 Meeting Notes
C. Herrera motioned to approved the meeting notes. J. Cooney seconded. The meeting notes were approved.

3. Old Business
Discussion: 3.01 Update: Survey Planning
K. Magenau recalled that J. Cooney would be providing a demo for the Survey Planning calendar in MS Teams. There was also a conversation about IT providing a demo for using the MS Teams platform in general. D. Watkins shared a link to a previous tutorial that this group can review and if further information is requested, IT can set up a demo (link: https://vcccd.instructuremedia.com/embed/ae100f60-e6ee-4e92-9188-c0116ce68fa1). C. Herrera shared that she attended the Board meeting and there was some interest from the Board regarding how the District comes to it's conclusions about offering student services and the stipends being issued; it was stated that the surveys were reviewed during that process. C. Herrera requested that the survey results related to that discussion be forward to she and J. Cooney for review.

Action: Send survey results to C. Herrera and J. Cooney.

Discussion: 3.02 Update: CCCCO Report Streamlining Pilot project
P. Briggs shared that their campus is essentially done. He noted that the process and using the tool were the biggest issues, sharing that it's really difficult for our current data systems to accommodate some requests like aggregating student groups by activity. K. Magenau added that their office was surprised at how much they had to support and troubleshoot with the reporters. She stated that if they were to go forward with this type of reporting, it is going to impact record-keeping at the program level and involve their office in ways they haven't been involved before. M. Rose noted that a project for a data lake or data warehouse, or a combination of those things is something to keep in mind for a discussion. K. Magenau mentioned the data warehouse that the state expanding and asked if this would be helpful. O. Bespalov commented that compared to what they have locally, he is not 100% sure that it would be helpful.

Discussion: 3.03 Update: IEAC Goals
O. Bespalov proposed to change the start time for the IEAC meetings to 9:00am. C. Herrera motioned. O. Bespalov seconded. There was no opposition. G. Paduano to change the calendar invites. D. Watkins provided the link to Board Docs where you can access the meeting agendas and minutes and noted that they have a great search tool.

Action: G. Paduano to change calendar invites to reflect new start time.

Discussion: 3.04 VCCCD Common Enrollment Management Metrics Dashboard
This agenda item is related to and was addressed in the Storytelling Through The Use of Data agenda item below.

4. New Business
Information, Discussion: 4.01 IEAC Self Appraisal Results
The committee looked over the survey results. There was a comment that that wrong charge was attached to the survey. K. Magenau pointed out that 100% of the committee replied that the committee environment is conducive to open discussion of relevant issues. There was a comment to set time frames for each discussion to help with agenda management. K. Magenau reiterated that she's been the co-chair for this committee for some time and she recommended it as a possible future discussion. There was a suggestion to possibly have G.Paduano do a quick run down of Board Docs and go over the postings of the agenda and minutes. C. Herrera asked the committee, as they move forward as a participatory governance committee and looking at institutional effectiveness, are they looking at the organizational challenges. C. Herrera commented that feedback from the committee is important. P. Briggs shared that he believes this discussion is about the District Strategic Plan, and if those plan goals have objectives and metrics that are clear and tied to what is happening at the colleges. He noted that there hasn't been a District Strategic Plan in a very long time. He pointed out that if they had a clear direction at the District level, it would make this discussion easier. C. Herrera commented that J. Cooney will be discussing an agenda item related

to creating metrics regarding the Strategic Plan later on in the meeting. O. Bespalov commented that committees like the Student Success committee is very operational and way more ground level.

Discussion: 4.02 Storytelling Through The Use of Data
J. Cooney shared his screen and proposes to place the PDFs on the District research website and display the information in a more dashboard perspective. He shared he liked what Ventura College did, and he used that perspective but with a story format. By presenting data through storytelling, it allows you to share what you intend with the audience. He noted that the pages show as much information as those PDFs. He shared the first page which is a map view. C. Herrera shared that she able to use this map in a meeting. The next page shows VCCCD Students by Ethnicity which he provided is an overview of an unduplicated count of our percentages of our ethnicity groups. It was noted that the first percentages shown could be confusing and needs more clarification. Also, there was a comment about the quote used on the page and mission of the District and maybe reconsidering how it's presented. K. Magenau suggested maybe a label or a box that points out the filter factor in the view on the webpage so that there isn't a misunderstanding regarding the story of the data. J. Cooney also pointed out the necessity to consider the audience viewing this data and having a balance. S. Diamantopoulou suggested changing the name of the title and keep the colors consistent. J. Cooney shared this is a first draft and they want to go through and see what would be visually best for the public. S. Diamantopoulou noted that this committee may not be the best group for this because it's focused on numbers. She said it would be more interesting to get input from a more neutral focus group. The next webpage shared was "Students by Enrollment". There was a comment about having a filter for full-time and part-time students. It was suggested to provide definitions for what terms mean in the District; for example, first-time and transfer students. There was a suggestion to add a link to the definitions. It was also recommended to use the phrase Dual Enrollment. The next page was "Students By Most Popular Program of Study" which includes the CCCCO Vision Goals. K. Magenau recommended using more colloquial languange on the mouse hover and possibly link it to a guided pathway. D. Watkins asked if the label of each college on each square is necessary because there is a legend. C. Herrera suggested working with the IE Deans because each college has unique titles. The next page was "Most Popular High School Origin". There was a suggestion to show this as a District level. J. Cooney suggested to make the first view as a District view on the pages. The next page shared was the "Employee Diversity Dashboard".

Action: J. Cooney to make updates to the pages shared.

Discussion: 4.03 District Strategic Plan
This agenda item was recommended to be addressed at the next meeting due to time constraints.

Discussion: 4.04 Board Presentation of Institutional Effectiveness
C. Herrera shared that this agenda item was brought forward because there hasn't been an Institutional Effectiveness presentation to the Board in the past few years. This agenda item was recommended to be addressed at the next meeting.

Discussion: 4.05 Article about Diversity, Equity & Inclusion
This agenda item was recommended to be addressed at the next meeting due to time constraints.

5. Future Business/Next Meeting
Discussion: 5.01 Future Business/Next Meeting
Agenda Items 4.03, 4.04, and 4.05 will be discussed at the next meeting along with "Old Business" items that may need to be addressed.

6. Adjournment
Procedural: 6.01 Adjournment
The meeting adjourned at 9:54am.