



Institutional Effectiveness & Governance Council

Meeting Minutes for November 18, 2021

12:50 pm to 1:50 pm

Meeting Participants

Committee Members Present

Dr. Greg Aycock, Ms. Leona Crawford, Dr. Greg Ferrer, Dr. Kevin Fleming, Dr. Mark Hartley, Ms. Samia Irfan, Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Tim Russell, Ms. Caitlin Welch, Ms. Dana White

Committee Members Not Present: Ms. Kimberly Bell

Guest(s): Ms. Charise Allingham

Recorder

Ms. Desiree Wagner

1. Call to Order

- Time 12: pm

2. Action Items

2.1 Approval of Agenda (Dr. Tim Russell/ Dr. Greg Aycock)

- Approved by consensus

2.2 Approval of October 28th Meeting Minutes (Ms. Leona Crawford/ Dr. Mark Hartley)

- Approved by consensus

2.3 Approval of Program Review Prioritizations (Dr. Kevin Fleming/ Dr. Greg Ferrer)

- Reviewed document
- Approved by consensus with one objection due to lack of training and understanding of the process.

3. Discussion Items

3.1 Feedback regarding the "Program Review and Resource Request Procedure" (SPGM Chapter 9). Feedback will be forward to the Program Review Committee.

- Feedback from the group was the process of ranking was very confusing
- Concerns with how the person(s) of this body accurately rank each item and be confident with the choices and decisions they made
- Recommendation:
 - Hold a norming session next year to clarify the process (May 26th)
 - Hold training sessions to strengthen the data requests
 - Hold a first read as a group
 - Include an Equity statement in the rubric
 - Review the comments from Program Review rankings
 - Include a process on How To review Program Review Requests as they meet the different requests
 - Provide more information on the program review document to clarify the requests

- Request more time to review and rank the items
- Question was asked, how often would we need to rank these items? Answer: Program Review and Resource Request Prioritization for all programs are completed in March at the beginning of each 3-year cycle.

3.2 2022-2023 IEGC Ranking Rubric

- Recommendation to call for a workgroup in Spring

3.3 Workgroup Membership

- Please email the Co-Chairs with any recommendations

3.3.a. Prioritize IEGC charges and EMP objectives

3.3.b. Document control process

3.3.c. Assessment systems

3.3.d. SPGM Groups Definitions

4. Good of the Order

5. Future Agenda Topics

- Hold a norming session next year to clarify the process (May 26th)
- Create a 2022-2023 IEGC Ranking Rubric workgroup in Spring

6. Adjournment

- Time 1:54 pm

Next Meeting

Date: February 24, 2022

Time: 12:50pm to 1:50pm

IEGC Purpose

The Institutional Effectiveness & Governance Council (IEGC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to mission, academic quality, institutional effectiveness, institutional integrity, leadership, and governance. The IEGC provides leadership and retains responsibility for ACCJC Standards I and IV, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned Educational Master Plan objectives. The IEGC makes recommendations to the College Council, Academic Senate and the Vice President of Planning & Development.

IEGC Rankings

Items

- 1 Reflector set \$500, New Panasonic 4K Video Cameras (2) with cards & accessories \$14,000, New monitor to attach to the computer when I'm taping in the theater \$300, Headphones \$200, New computer Dell Graphics/Video custom-built workstation \$1,500, Wireless microphone kit \$500, AVID software \$200 annually, Graphic software (Canva Pro \$120 annually, Envato Elements \$100 annually)

Staff

- 1 Transition Institutional Research Specialist (90%) to General Fund.
- 2 Transition Administrative Assistant IV 100% to General Fund
- 3 Permanent funding for 100% dedicated personnel (Dean of Grants and Grants Administrative Specialist) to support grant development efforts, and to provide support for new and existing grant directors.
- 4 FT Institutional Research Specialist
- 5 Transition Administrative Assistant III to General Fund (begin with 50%)
- 6 100% dedicated Resource Development Specialist in order to meet EMP objective 12.4
- 7 Stokoe Center Program Director
- 8 full time Professional Development Coordinator

Budget

- 1 Permanent annual budget augmentation to Institutional Effectiveness budget for mileage, software licenses, etc.
- 2 Permanent budget enhancement of \$70,000 (for an annual total of \$130,000) for marketing, community event sponsorships, digital advertising, marketing materials, printing, promotional items, virtual tour enhancements, etc.
- 3 Certificates licenses, trainers to support EMP professional development goals

Unit	Cycle	\$ Amount Requested	Priority #:	What resources do you need?	Contact	Rubrick Total	Council Rank
Program Review - / 2021 - 2024	\$	36,990.00	5	Reflector set \$500, ↑ Kevin Fleming		71	11.83333333

Unit	Cycle	\$ Amount Requested	Resource Type	Contact	Rubric Total	COUNCIL RANK	Column1	Column2
Program Review - Administrative: Planning and Development	2021 - 202	\$ 108,000.00	STAFF: Classified	Kevin Fleming	110	18.33333333	2	Transition Administrative Assistant IV 100% to General Fund
Program Review - Administrative: Planning and Development	2021 - 202	\$ 44,000.00	STAFF: Classified	Kevin Fleming	105	17.5	3	Permanent funding for 100% dedicated personnel (Dean of Grants and Grants Administrative Specialist) to support grant development efforts, and to provide support for new and existing grant directors.
Program Review - Administrative: Planning and Development	2021 - 202	\$ 157,211.00	STAFF: Classified	Kevin Fleming	112	18.66666667	1	Transition Institutional Research Specialist (90%) to General Fund.
Program Review - Administrative: Planning and Development	2021 - 202	\$ 150,000.00	STAFF: Classified	Kevin Fleming	66	11	8	full time Professional Development Coordinator
Program Review - Administrative: Planning and Development	2021 - 202	\$ 108,000.00	STAFF: Classified	Kevin Fleming	70	11.66666667	6	100% dedicated Resource Development Specialist in order to meet EMP objective 12.4
Program Review - Administrative: Planning and Development	2021 - 202	\$ 130,000.00	STAFF: Classified	Kevin Fleming	82	13.66666667	4	FT Institutional Research Specialist
Program Review - Administrative: Planning and Development	2021 - 202	\$ 150,000.00	STAFF: Classified	Kevin Fleming	61	10.16666667	7	Stokoe Center Program Director
Program Review - Administrative: Planning and Development	2021 - 202	\$ 59,000.00	STAFF: Classified	Greg Aycock	72	12	5	Transition Administrative Assistant III to General Fund (begin with 50%)

