



INSTRUCTIONAL EFFECTIVENESS COORDINATING COUNCIL

Minutes of October 17, 2016 Meeting

3:30 p.m. – 101-A

Chair: Cherry Li-Bugg

Recording Secretary: Brian Stern

Committee Members Present

Josh Ashenmiller, Faculty Senate President-Elect, Fullerton College
Carlos Ayon, Director of Institutional Research & Planning, Fullerton College
Robert Byde, Faculty Senate, Fullerton College
Sarah Corp, Faculty, Fullerton College
Nathalie Gavarini, Student Representative, Fullerton College
Michael Gieck, Research and Planning Analyst, Fullerton College
Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology, District Services
Deborah Ludford, District Director, Information Services
Kathleen Malony, Faculty, School of Continuing Education (SCE)
Victor Manchik, Senior Research & Planning Analyst, Fullerton College
Kathleen Reiland, Faculty, Cypress College
Megan Sirna, Research and Planning Analyst, Fullerton College
Peter Snyder, Faculty Senate President, Fullerton College
Alli Stanojkovic, Faculty, School of Continuing Education (SCE)
Brian Stern, Senior Research and Planning Analyst, District Services

Committee Members Absent

Jan Chadwick, Faculty, Fullerton College
Phil Dykstra, Director of Research and Planning, Cypress College
Eileen Haddad, Senior Research and Planning Analyst, Cypress College
Tina King, Director of Institutional Research & Planning, SCE
Christopher Lim, Student Representative, Fullerton College
Jose Ramon Nunez, Vice President, Instruction, Fullerton College
Kristina Oganessian, Senior Research & Planning Analyst, Cypress College
Bryan Seiling, Academic Senate, Cypress College

Resources

None

I. Call to Order

The meeting was called to order at 3:37 p.m.

II. Comments from the Public

No public comments.

III. Approval of Minutes

Motion to approve minutes of the September 19, 2016 meeting made by Kathleen Reiland; seconded by Peter Snyder. Minutes unanimously approved by affirmation of all present.

IV. Assessment of District-wide Integrated Planning

The discussion began with Dr. Li-Bugg reviewing the Integrated Planning system. She then made recommendations about how the integrated planning should be evaluated, including evaluating the standing committees in the district and establishing goals for all committees. This will be in preparation for the



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revisions of the strategic plan in 2017. Robert Hyde inquired about more detail on what would be evaluated. He stated that the evaluation should align with the accreditation standards, and the focus should be revolved around answering the question, “Did integrated planning make a difference in the district?” Carlos Ayon suggested that the focus of the evaluation during the first year should be on process and committee members’ perception of effective participation. Cherry Li-Bugg agreed with the above suggestions and made the observation that the assessment would be a process evaluation during the first year.

The conversation moved to the District Strategic Plan fund, which is designed to assist in the achievement of District’s strategic directions. Peter Snyder wanted some specifics about the fund, which were provided. The proposals for funds are prioritized and the final decision is made by the District Consultation Council. A suggestion was made to tie resource requests out of the campus program review process to this funding source. Campuses can provide a prioritized list of the resource requests to DCC, which can then evaluate them for appropriateness for the Strategic Plan Fund. It was suggested that the Vice Chancellor compose a rubric for the campuses to prioritize the resource requests to be forwarded for consideration of funding out of the District Strategic Plan Fund.

The discussion returned to how to assess the integrated planning process. The general consensus was that each district committee would complete a process assessment. Carlos stated that the campus and district plans should be more closely tied together. He suggested creating a rubric for the assessment. Deborah Ludford mentioned that the integrated planning process originally had a rubric.

A suggestion was also made that the colleges use the District Strategic Plan fund to complete activities outlined in the Quality Focused Essay. There was general agreement that the Strategic Plan funds could be used in this manner.

The general consensus is that the assessment of the integrated planning process will be a process evaluation of the district committees. A rubric will be designed, and the assessment will commence in the 2017 academic year.

V. Data Needs of the Strong Workforce Initiative

The Strong Workforce Initiative is designed to help the district/colleges enhance and expand Career Technical Education programs. Cherry gave an overview of the program and the data needs.

There followed a discussion about how to get the data for these students. Kathleen mentioned that she had gotten fill rate data from the Cypress College Institutional Research Office, and asked if that information could be provided for the other institutions. She stated that she identified some additional capacity for Cypress CTE programs. Brian Stern said he would work on getting Dr. Li-Bugg the fill rate information for distribution at the Strong Workforce Summit on Friday, October 21.



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VI. Data Integrity Issue

Dr. Li-Bugg explained that there is an ongoing data Integrity issue. Brian explained that there is no single dataset that the researchers can access that inspires confidence in the results. There are three data sources, each of which have some differences. The most reliable data source at this time is the data warehouse available to the Researchers and the Internal Auditor.

Deborah stated that IS has been working on this issue for some time, and have made significant progress in resolution. There is no dataset that is error-free, but the goal is to have a dataset that we can all agree is acceptable for analysis.

The ongoing issue is that there is limited oversight of the data entry process, and when error reports are distributed, they are often not completed. The IS Department has in place a Data Quality Analyst for the District, there is one MIS Analyst for Fullerton College, and Cypress College is currently in recruitment for this position. These analysts will work specifically on data quality issues. All parties have seen improvements in recent semesters in data quality; however, issues remain. There was an agreement that the Institutional Research Departments and the IS Department should cooperate more closely to help resolve this issue.

VII. Discussion

There was no general discussion.

VIII. Next Meeting

The next Institutional Effectiveness Coordinating Council meeting is scheduled on November 21, 2016 at 3:30 p.m. in Room 100-B, Anaheim Campus.

XI. Adjournment

The meeting adjourned at 4:58 p.m.