



**Institutional Effectiveness Committee  
Meeting Minutes  
November 13, 2019**

**November 13, 2019 (Wednesday), 11:10 am, BOR Conference Room**

**Members Present**

Dr. Elizabeth Switaj  
Rosina Korean  
Waisiki Baleikorocau

Cheryl Vila  
Vasemaca Savu  
Chris Sebastian

Agnes Kotoisuva  
Lola Schutz

**Agenda:**

1. Previous meeting minutes:
  - a. October 9, 2019
  - b. [October 23, 2019](#)
2. Report back from EC
3. Establishment of the Data Governance Subcommittee
4. Accreditation
  - a. Follow up on I.B.3:
    - i. [Draft proposal on KPIs](#)
      1. Finance KPIs - ISS and Stretch Goals Needed
  - b. Standard I.B.7: The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.
  - c. Report on ISER process and committee recommendations
5. SLO assessment tools for spring
6. Progress on data collection plans for PR Groups I & II
7. [Plan of work for the committee this year](#)
8. Data point

The meeting was called to order @ 11:15 AM

**Meeting Minutes:**

1. Previous meeting minutes:
  - a. October 9, 2019
  - b. [October 23, 2019](#) – Moved to approved. Seconded. 2 Abstention. Minutes adopted.



2. Report back from EC
  - IEC RSA was approved.
  
3. Establishment of the Data Governance Subcommittee.
  - With the assistance from REL pacific, Ms. Vila highlighted that the subcommittee will include herself, Mr. Villafania (database), Student services, Student records, and those that deals directly with data. HR will nominate one member to the committee.
  - Ms Vila will develop the terms of reference.
  
4. Accreditation
  - a. Follow up on I.B.3:
    - i. [Draft proposal on KPIs](#)
      1. Finance KPIs - ISS and Stretch Goals Needed
        - Proposal may not get through to EC on time for the next Board meeting
  - b. Standard I.B.7: The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.
    - A small working group to review policy 620.03 will include VPASA, Director Institutional Research, and Director HR.
  - c. Report on ISER process and committee recommendations
    - Board documents and mission of the College needs updated
    - Need to revise the Integrated planning manual
    - Need to go through EC and to be approved by the Board in May 2021
  
5. SLO assessment tools for spring
  - 222 sections of programs offered, including ABE
  - 29% have SLO assessment plans
  - 38.27% (36 sections) of courses offered have not been assigned or no assessment tools.  
Confusion due to new assessment plan
  
6. Progress on data collection plans for PR Groups I & II - tabled
  
7. [Plan of work for the committee this year](#) - tabled
  
8. Data point - tabled

**Meeting adjourned at 12.13 pm.**