



**Institutional Effectiveness Committee
11:10 a.m., August 25, 2021
BoR Conference Room**

MINUTES

PRESENT:

Chairperson William Reiher (Excused)	Executive Vice President
Co-Chairperson Dr. Elizabeth Switaj Stevenson Kotton (Excused)	Vice President for Academic and Student Affairs Vice President of Business and Administrative Affairs
Cheryl Vila	Director of Institutional Research and Assessment
Agnes Kotoisuva	Director of Human Resources
Hatty Kabua	Grant Coordinator/Writer
Oyinade Ogunmokun (Not Present)	Curriculum Committee Chairperson
Rosina Korean	Faculty Senate Representative
Verenaisi Bavadra	Staff Senate Representative I
Jakio Lanwe	Staff Senate Representative II
Lucky Laik	Student Representative
ATTENDEES via ZOOM	
Rigieta Lord	Dean of WAVES
Va Savu	Dean of Academic Affairs

The Institutional Effectiveness Committee's *second* meeting for August 2021, was called to order by the Co-Chairperson at approximately 11:15 a.m.

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from August 11, 2021, were reviewed by the committee. After the committee reviewed the minutes, the Director of Human Resources made a motion to approve the minutes. The Faculty Senate Representative seconded the motion, as the motion was carried successfully with one abstention.

APPROVAL

With the minor corrections, the IEC Meeting Minutes for August 11, 2021, were approved as presented.

2. Action Items

- a. IEC RSA AY 2021-2022



- i. A recommendation was made by the IEC members if each of EC's Standing Committee can be assigned with an ACCJC Standard.
- ii. After a thorough discussion and review, the Dean of WAVES made a motion to approve, seconded by the Library Director. The motion passed unanimously with no abstention.
 1. APPROVAL
 - a. With the minor modifications, the IEC RSA AY 2021-2022 was approved as projected.
 - b. IEC Assessment AY 2020-2021
 - i. The IEC members agreed to have their "first read" on IEC's Assessment Report AY 2020-2021.

3. Subcommittee and Working Group Updates:

a. Data Governance- Director of IRA

- i. Data Disaggregation (Recommendation 2 ACCJC Action Letter)
 1. Gender - M/F/O
 2. High School (Public/Private) Location
 3. First Generation
 4. Economic Status
 5. Disability
 - a. After careful consideration, the IEC decided how to identify disabilities:
 - i. Formal Diagnoses
 - ii. Self-Identification
 1. The Library Director moved to approve identifying "disability" by "self-identification," seconded by the Dean of WAVES. The motion was successfully passed with no abstention.

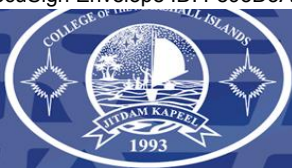
APPROVED

Self-identification was approved as the method to identify disability students.

- b. Values for Disaggregation
 - i. After careful review, the majority members agreed on *Possibility 1: Disabled/Non-Disabled/Prefer Not to Say* to use for disaggregation.
6. Sexual Orientation

b. Planning- EVP

- i. **Draft Participatory Governance Handbook**
 1. Deferred for the next meeting on September 8, 2021.



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4. Revised Library Mission

- a. The Director of Human Resources made a motion to approve, seconded by the Dean of WAVES. The motion was passed unanimously with no abstention.

APPROVAL

With no corrections, the Revised Library Mission was approved as presented.

5. Youth Corps Mission and Outcomes

- a. After a final review by the Committee members, the Dean of WAVES made a motion to approve, seconded by the Library Director. The motion was successfully passed by the majority with no abstention.

APPROVAL

The Youth Corps Mission and Outcomes were approved as projected.

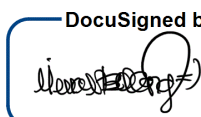
6. FACETS Update: Director IRA

- a. The Director of IRA informed the IEC members of the Program Review Training that's to be held on Friday, August 27, 2021.
- b. Cycle 1 still needs to be completed by other departments, although Cycle 2 has already started.

ADJOURNMENT

The IEC's *second* meeting for August 2021 was adjourned at 12:15pm.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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William Reiher, EVP
Chairperson, IEC

Approval Date:

September 8, 2021