

Vice President, Instruction (Co-Chair)	Kelly Fowler	X	Information Technology (appointed by the VP Admin Services)	Kate Morales	X
Associate Vice President, Instruction	Meghan Chen	X	Faculty Credit (appointed by the AS)(Co-Chair)	Kristina Allende	X
Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	X	Faculty Noncredit (appointed by AS)	Landry Chaplot	X
Faculty Outcomes Coordinator	Kim Leiloni Nguyen		Faculty – Student Services (appointed by AS)	Vacant	
Academic Senate President or Designee	Chisa Uyeki	X	Classified (appointed by CSEA 262)	Mark Fernandez	
Faculty Accreditation Coordinator	Barbara Mezaki	X	Classified (appointed by CSEA 651)	Vacant	
Faculty	Tiffany Kuo	X	Student (appointed by the Associated Students)	Jasmine Lehal	
Director of Human Resources or Designee	Alexis Carter		Budget Committee Liaison	Rosa Royce	
Student Services (appointed by VPSS)	Malia Flood	X	Guest	Pedro Suarez	X
Instructional Services (appointed by the VP Instruction)	Vacant			<i>Lisa Jackson – Recorder</i>	

AGENDA

Topic		Time	Discussion/Outcome
1.	Welcome	1:30	
2.	Approval of the Agenda	1:35	
3.	Approval of the October 27 and November 10 minutes	1:40	<ul style="list-style-type: none"> ○ Motion to approve October 27 and November 10 minutes moved by T. Kuo and seconded by M. Chen. All were in favor of approving. There were no nays and one abstention.
4.	Expanded President's Advisory Council (EPAC) (Patty) <ul style="list-style-type: none"> ○ Review of the Strategic Plan Goal Objectives, Strategies, and Tactics 	1:45	<ul style="list-style-type: none"> ● The Committee discussed the Expanded PAC planning session EPAC Spreadsheet. Each VP was assigned a strategic goal and the attendees were placed in groups led by a VP and tasked with identifying objectives, strategies, and tactics for the assigned goal. <ul style="list-style-type: none"> ○ Group work included identifying where data could be found to support the objective and who would be responsible for implementation and timeline. ○ Discussed aha moments related the goals. Part of the Strategic Plan as we navigate through this is to determine how to educate the campus community and re-familiarize them with these goals. ○ Thought should be given to the education piece. Do the goals make sense? The goal today will be to review those goals. ○ Discussion held regarding the ways the campus community could be introduced to the goals.

- We may want to send an email, have an open meeting, design a form, or possibly have an open forum with a kick-off campaign.
- Ensure that PIE Committee are well versed in the goals so that there is a clear understanding of where the goals will fit.
- We also need to look at integration in Continuing Education.
- M. Chen stated that it would be helpful for people to understand how organic the process was for developing the goals which might allow the campus community to be more connected.
- L. Chaplot shared that flex day would be an excellent time to share this information.
- T. Kuo suggested the creation of a “cheat sheet” with the goals with examples and share who contributed what. By doing this, it gives a better representation of the goals, how they are created, and used.
- P. Quinones stated that the committee goals are linked to the college goals and we report at the end of spring how the committee met those goals. Discussed the possibility of expanding that report to indicate how we supported those goals through the committee work.
- B. Mezaki concurred with what other committee members said about sharing with the campus community where the goals came from.
 - Asked if input from the campus community would be sought as part of EPAC that did this work.
 - Not enough time to complete the task. Being assigned to only one team didn’t allow participants to share their knowledge.
- K. Fowler stated that the open-forum idea could possibly be held once per month by tying together accreditation, planning, and strategic planning.
 - We are also looking at updating our Master Plan and EFMP next fall – post pandemic. What were the lessons learned? How has it transformed us as an institution and how do we move forward?
- C. Uyeki concurred with what B. Mezaki said about tying it in with accreditation. Pairing with accreditation is

			<p>a great idea and also helps us in terms of helping us get people to think of how they are working towards goals in the classroom, in the division and departments.</p> <ul style="list-style-type: none"> • The Strategic Plan goals are done and no changes will be made to them. <ul style="list-style-type: none"> ○ Part of it is informing, but leveraging the opportunity we have to help guide the strategic plan in terms of feedback. • P. Quinones walked the committee through each of the goals on the EPAC Spreadsheet. Discussion was held and feedback was provided by committee members. <ul style="list-style-type: none"> ○ RIE looked at strategies, tactics, and objectives that the groups worked on at EPAC. Nothing was changed. RIE viewed the document to determine if the strategies were clear. If there were any suggestions – they were noted in a different color.
5.	Budget Committee Update (Rosa)	2:50	No update
6.	Announcements	2:55	<ul style="list-style-type: none"> ○ K. Fowler announced the planning of a 3-day workshop scheduled for February 10-12, 2022. Additional details are forthcoming https://www.scup.org/
Future Meetings: Spring 22			



**Committee Goals and Progress Report
2021-22**

Committee name: Institutional Effectiveness Committee

Name of person completing the report: Kelly Fowler, Vice President, Instruction, Patty Quinones, Director, Research & Institutional Effectiveness, and Kristina Allende, Faculty

Instructions: Due by **November 5, 2021**: Columns 1 and 2

Due by **June 3, 2022**: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Communicate to the campus community by maintaining an up-to-date website.	6	
GOAL #2: Develop/Clarify the Strategic Plan Process (integrated planning process).	1, 2, 3, 4, 5, 6	
GOAL #3: Develop and clarify the Committee Goal Review process.	6	
GOAL #4: Review Unit, Manager, and Vice President PIE process and templates	4, 5, 6	
GOAL #5: Prioritize equity in the development of planning processes and college plans	1, 2, 5	