

# Institutional Effectiveness Committee

## Attendance

**2015-16**

<i>Members</i>		<b>08.27 2015</b>	<b>09.10 2015</b>	<b>09.24 2015</b>	<b>10.29 2015</b>	<b>11.04 2015</b>	<b>11.12 2015</b>	<b>12.10 2015</b>	<b>01.28 2016</b>	<b>02.11 2016</b>	<b>02.18 2016</b>	<b>03.03 2016</b>	<b>04.14 2016</b>
Stephen Eaton	(Chair)	X	X				X	X	X	X	X	X	X
Penny Shreve	Dean of Instruction	X	X	X	X	X	X	X	X	X	X	X	X
Nance Nunes-Gill	SLO Coordinator	X	X	X	X	X		X	X	X	X	X	X
Kyri Freeman	Academic Senate	X	X	X		X	X	X	X	X	X	X	
Yizhou Liu	Associated Students								X				
Sandi Thomas	Management				X			X				X	X
Thomas Armstrong	Management	X	X	X		X	X	X	X			X	
Dayleen Hubby	Classified		X	X									
Nancy Olson	Classified	X		X		X		X					
Scott Bulkley	President, AS (Advisory)	X	X	X	X		X	X	X	X	X		
George Walters	VPAS (Advisory)												
Khushnur Dadabhoy	VPSS (Advisory)	X	X	X		X	X			X	X	X	X
Jose Hernandez	Classified (replaced D.H.)								X	X	X	X	X
Michelle Bond	Classified (replaced N.O.)								X	X	X		
Lisa Holmes	Management								X	X	X	X	X
Jayne Sanchez	Recorder	X											
Barbara Rose	Recorder									X	X	X	



**AGENDA**

**August 27, 2015**

**1:30 p.m.**

**LRC Conference Room (L-4)**

***BCC Strategic Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes **(05/06/15)**
3. PRC and SLOAC Report Out
4. IEC Meeting Schedule for Fall 2015
5. Fall 2015 Task Timetable Review
6. ACCJC Updates and Self-Evaluation Schedule
7. Strategic Priorities' Schedule
8. Strategic Priority #6: Evidence Based Decision Making
9. Other



<b>August 27, 2015</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4)</b>								
X	Stephen Eaton	<i>(CHAIR)</i>		Sandi Thomas	<i>Management</i>	X Scott Bulkley	<i>President, AS (Advisory)</i>	
X	Penny Shreve	<i>Dean of Instruction</i>	X	Thomas Armstrong	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>		Dayleen Hubby	<i>Classified</i>	X	Khushnur Dadabhoy	<i>VPSS (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>			
	Yizhou Liu	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

<b>Call to Order: 1:35 pm</b>	
<b>1. Approve Agenda</b>	<b>Approved</b>
The agenda was approved as presented.	
<b>2. Approve Minutes (5/6/15)</b>	<b>Approved</b>
The minutes were approved as submitted.	
<b>3. PRC and SLOAC Report</b>	<b>Information</b>
<p><b>PRC:</b> Information was presented at the faculty meeting today regarding the timeline for program review and expectations for the upcoming cycle. In addition, non-instructional PR workshops were held throughout the summer.</p> <p><b>SLOAC:</b></p> <ul style="list-style-type: none"> <li>• A workshop in development/revision of Administrative Unit Outcomes is scheduled for September 4.</li> <li>• While most SLO assessments for Spring '15 have been submitted, a few are still outstanding.</li> <li>• Names of non-instructional SLOAC members for upcoming year need to be submitted to SLOAC Chair by Friday, September 4.</li> <li>• S. Bulkley requested notification of any Academic Senate slots that need to be filled.</li> </ul>	
<b>4. ACCJC Updates and Self-Evaluation Schedule</b>	<b>Information</b>
<p><i>(This item was moved up on the agenda from #6.)</i> The next Self-Evaluation will be due to the ACCJC in March of 2018. A schedule and timeline for creation of the report, as well as discussion regarding identification of standard leaders and formation of committees, will be addressed at the next IEC meeting.</p> <p>S. Eaton will be seeking professional development opportunities regarding the new standards to provide additional support with the process. S. Bulkley advised the state Academic Senate will have an Accreditation Institute next spring; he will research additional information to share with the committee. K. Freeman indicated she would volunteer to participate with the standard covering library services (previously 2-C).</p>	
<b>5. Strategic Priorities' Schedule</b>	<b>Information</b>
<p><i>(This item was moved up on the agenda from #7.)</i> S. Eaton reviewed the process up to this point regarding the creation of the new Strategic Priorities. Each priority has now been assigned to the appropriate participatory governance committee for creation of the supporting goals and activities. The goals and activities will need to be <b>completed by the end of October</b>.</p>	
<b>6. Strategic Priority #6: Evidence Based Decision Making</b>	<b>Information</b>
<p><i>(This item was moved up on the agenda from #8.)</i> This priority has been assigned to the IEC for completion. The information developed at the SP retreat in March was shared with the committee as well as the "Committee Worksheet" template that must be completed. Members were encouraged to consider and discuss possibilities for development and completion of this project.</p>	



7.	IEC Meeting Schedule for Fall	Discussion
	<p><i>(This item was moved from #4 on the agenda.)</i></p> <p>Meetings for fall will be scheduled for every two weeks at this same time and day. October 22 will be moved forward to October 29, and the two-week schedule will continue from that point.</p> <p>Additional meetings will be scheduled if required.</p>	
	<b>Adjourn: 2:30 p.m.</b>	



**AGENDA**  
**September 24, 2015**  
**1:30 p.m.**  
**LRC Conference Room (L-4)**

- BCC Strategic Priorities:**
1. Educational Success
  2. Marketing and Outreach
  3. Fiscal Health
  4. Safety for All
  5. Campus Culture
  6. Evidence Based Decision Making
  7. Diverse and Excellent Workforce

1. Approve Agenda
2. Approve Minutes (09/10/15)
3. PRC and SLOAC Report Out
4. Strategic Priority 6
5. Strategic Priority Document Timeline
6. Other

Thomas	<b>Armstrong</b>	
Scott	<b>Bulkley</b>	
Khushnur	<b>Dadabhoy</b>	
Stephen	<b>Eaton</b>	
Kyri	<b>Freeman</b>	
Dayleen	<b>Hubby</b>	
Yizhou	<b>Liu</b>	
Nance	<b>Nunes-Gill</b>	
Nancy	<b>Olson</b>	
Penny	<b>Shreve</b>	
Sandi	<b>Thomas</b>	
George	<b>Walters</b>	



<b>September 24, 2015</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4)</b>								
	<b>Stephen Eaton</b>	<i>(CHAIR)</i>		<b>Sandi Thomas</b>	<i>Management</i>	X	<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	X	<b>Thomas Armstrong</b>	<i>Management</i>		<b>George Walters</b>	<i>VPAS (Advisory)</i>
X	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>	X	<b>Dayleen Hubby</b>	<i>Classified</i>	X	<b>Khushnur Dadabhoy</b>	<i>VPSS (Advisory)</i>
X	<b>Kyri Freeman</b>	<i>Academic Senate</i>	X	<b>Nancy Olson</b>	<i>Classified</i>			
	<b>Yizhou Liu</b>	<i>ASG Representative</i>						

<b>Call to Order: 1:35 pm</b>	
<b>1. Approve Agenda-Shreve 1<sup>st</sup>/Olson 2<sup>nd</sup></b>	<b>Approved</b>
Approved as submitted	
<b>2. Approve Minutes (9/10/15) Shreve 1<sup>st</sup>/Nunes-Gill 2<sup>nd</sup></b>	<b>Approved</b>
Approved as submitted	
<b>3. Program Review subcommittee update</b>	<b>Information</b>
The subcommittee now has a full membership and will have their first meeting next week.	
<b>4. SLOAC subcommittee update</b>	<b>Information</b>
The subcommittee is almost at full membership. The subcommittee will receive an email to determine the best time to meet for the 2015-16 academic year. To accommodate faculty the subcommittee is looking at meeting either Monday, Tuesday or Thursday afternoon. SLOAC has received all of the SLO's for the spring 2015 semester from all of the full time faculty. A handful of adjunct faculty still have not turned in the SLO's but they are turning them in.	
<b>5. Strategic Priority #6</b>	<b>Discussion</b>
The committee reviewed Goal #1 of Strategic Priority #6 and will review Goal #2 at the next meeting. M. Meadows will compile the changes for Goal #1 into the provided template. The template will then be ready for the committee to begin working on Goal #2.	
<b>6. Strategic Plan document timeline</b>	<b>Discussion</b>
October 28, 2015-Strategic Priorities due to the IEC for review. November 18, 2015-PSGC Meeting (1 <sup>st</sup> reading of Strategic Priorities) December 2, 2015-Cabinet December 3, 2015- Academic Senate December 16, 2015- Board of Trustees  The PSGC will have to schedule a 2 <sup>nd</sup> meeting in December for the 2 <sup>nd</sup> final reading and approval of the Strategic Priorities.	
Meeting adjourned: 2:32 p.m. Olson 1 <sup>st</sup> /Nunes-Gill 2 <sup>nd</sup>	

\*Completed, deleted or carried forward



**AGENDA**  
**October 29, 2015**  
**1:30 p.m.**  
**LRC Conference Room (L-4)**

- BCC Strategic Priorities:**
1. Educational Success
  2. Marketing and Outreach
  3. Fiscal Health
  4. Safety for All
  5. Campus Culture
  6. Evidence Based Decision Making
  7. Diverse and Excellent Workforce

1. Approve Agenda
2. Approve Minutes (09/24/15)
3. PRC and SLOAC Report Out
4. Strategic Priority 6
5. Strategic Priority Committee Draft Review
6. Other

Thomas	<b>Armstrong</b>	
Scott	<b>Bulkley</b>	
Khushnur	<b>Dadabhoy</b>	
Stephen	<b>Eaton</b>	
Kyri	<b>Freeman</b>	
Dayleen	<b>Hubby</b>	
Yizhou	<b>Liu</b>	
Nance	<b>Nunes-Gill</b>	
Nancy	<b>Olson</b>	
Penny	<b>Shreve</b>	
Sandi	<b>Thomas</b>	
George	<b>Walters</b>	



<p>October 29, 2015 1:30 p.m. LRC Conference Room (L-4)</p>								
	<b>Stephen Eaton</b>	<i>(CHAIR)</i>	X	<b>Sandi Thomas</b>	<i>Management</i>	X	<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>		<b>Thomas Armstrong</b>	<i>Management</i>		<b>George Walters</b>	<i>VPAS (Advisory)</i>
X	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Dayleen Hubby</b>	<i>Classified</i>		<b>Khushnur Dadabhoy</b>	<i>VPSS (Advisory)</i>
	<b>Kyri Freeman</b>	<i>Academic Senate</i>		<b>Nancy Olson</b>	<i>Classified</i>			
	<b>Yizhou Liu</b>	<i>ASG Representative</i>						

Call to Order: 1:35 pm	
<b>1.</b>	<p><b>Approve Agenda-Nunes-Gill 1<sup>st</sup>/Bulkley 2<sup>nd</sup></b> <span style="float: right;"><b>Approved</b></span></p> <p>Approved as submitted</p>
<b>2.</b>	<p><b>Approve Minutes (9/24/15) Nunes-gill 1<sup>st</sup>/Bulkley 2<sup>nd</sup></b> <span style="float: right;"><b>Approved</b></span></p> <p>Approved as submitted</p>
<b>3.</b>	<p><b>Program Review subcommittee update</b> <span style="float: right;"><b>Information</b></span></p> <p>The subcommittee is currently waiting on the program reviews so they can distribute and review them.</p>
<b>4.</b>	<p><b>SLOAC subcommittee update</b> <span style="float: right;"><b>Information</b></span></p> <p>The subcommittee had its first meeting. The non-instructional members will be meeting to complete the non-instructional section of the handbook. Once the handbook is finished it will be submitted to the Academic Senate for review.</p>
<b>5.</b>	<p><b>Strategic Priority #6</b> <span style="float: right;"><b>Discussion</b></span></p> <p>Tabled.</p>
<b>6.</b>	<p><b>Strategic Priorities</b> <span style="float: right;"><b>Discussion</b></span></p> <p>The committee reviewed, made suggestions and changes to the worksheets for Priorities 1, 2 and 3.</p> <p>Strategic Priority 1: Send review back to Student Success and Equity for informational purposes. Strategic Priority 2: Send review back to Enrollment Management and Marketing for informational purposes. Strategic Priority 3: Send review and suggestions back to Business and Finance Committee for changes based on suggestions.</p> <p>The committee scheduled an emergency meeting on Wednesday, November 4 at 1:30 in the LRC to finish reviewing the outstanding Strategic Priorities.</p>
<p>Meeting adjourned: 2:40 p.m. Nunes-Gill 1<sup>st</sup>/Bulkley 2<sup>nd</sup></p>	

\*Completed, deleted or carried forward





**AGENDA**  
**November 12, 2015**  
**1:30 p.m.**  
**LRC Conference Room (L-4)**

- BCC Strategic Priorities:**
1. *Educational Success*
  2. *Marketing and Outreach*
  3. *Fiscal Health*
  4. *Safety for All*
  5. *Campus Culture*
  6. *Evidence Based Decision Making*
  7. *Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes (11/04/15)
3. Strategic Priority Draft Review
4. Other

Thomas	<b>Armstrong</b>	
Scott	<b>Bulkley</b>	
Khushnur	<b>Dadabhoy</b>	
Stephen	<b>Eaton</b>	
Kyri	<b>Freeman</b>	
Susan	<b>Rollinson</b>	
Yizhou	<b>Liu</b>	
Nance	<b>Nunes-Gill</b>	
Nancy	<b>Olson</b>	
Penny	<b>Shreve</b>	
Sandi	<b>Thomas</b>	
George	<b>Walters</b>	



**November 12, 2015**  
**1:30 p.m.**  
**LRC Conference Room (L-4)**

X	Stephen Eaton	<i>(CHAIR)</i>		Sandi Thomas	Management	X	Scott Bulkley	President, AS (Advisory)
X	Penny Shreve	<i>Dean of Instruction</i>	X	Thomas Armstrong	Management		George Walters	VPAS (Advisory)
	Nance Nunes-Gill	<i>SLO Coordinator</i>		Susan Rollinson	Classified	X	Khushnur Dadabhoy	VPSS (Advisory)
X	Kyri Freeman	<i>Academic Senate</i>		Nancy Olson	Classified			
	Yizhou Liu	<i>ASG Representative</i>						

<b>Call to Order: 1:43 pm</b>							
<b>1.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Approve Agenda-Bulkley 1<sup>st</sup>/Freeman 2<sup>nd</sup></b></td> <td style="width: 50%; text-align: right; padding: 5px;"><b>Approved</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Approved as submitted</td> </tr> </table>	<b>Approve Agenda-Bulkley 1<sup>st</sup>/Freeman 2<sup>nd</sup></b>	<b>Approved</b>	Approved as submitted			
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Approved as submitted							
<b>2.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Approve Minutes (11/04/15) Bulkley 1<sup>st</sup>/Freeman 2<sup>nd</sup></b></td> <td style="width: 50%; text-align: right; padding: 5px;"><b>Approved</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Approved as submitted</td> </tr> </table>	<b>Approve Minutes (11/04/15) Bulkley 1<sup>st</sup>/Freeman 2<sup>nd</sup></b>	<b>Approved</b>	Approved as submitted			
<b>Approve Minutes (11/04/15) Bulkley 1<sup>st</sup>/Freeman 2<sup>nd</sup></b>	<b>Approved</b>						
Approved as submitted							
<b>3.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Strategic Priority Draft Review</b></td> <td style="width: 50%; text-align: right; padding: 5px;"><b>Discussion</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>The committee reviewed and changes to the worksheets for Priorities 3, 4 and 7.</p> <p>Strategic Priority 3: The committee received the revised worksheet from the Budget and Finance committee. All changes and suggestions were implemented except for changing the 15% reserve to Board approved reserve on Goal #1, Activity 1. Mr. Eaton will follow up with the Budget and Finance Committee to if there was a specific reason for keeping the 15% reserve wording.</p> <p>Strategic Priority 4: The committee reviewed and made comments by email. A final review was conducted and changes were made to the worksheet. The changes will be forwarded to the Safety and Technology Committees for informational purposes.</p> <p>Strategic Priority 7: The committee reviewed and made comments by email. A final review was conducted and changes were made to the worksheet. The committee did have questions about the difference between onboarding and orientation. Mr. Eaton will contact the chair of the Professional Development &amp; Recognition and EEO &amp; Diversity to receive clarification on the difference. The committee will then finalize by email the review of the strategic priority 7 worksheet.</p> </td> </tr> </table>	<b>Strategic Priority Draft Review</b>	<b>Discussion</b>	<p>The committee reviewed and changes to the worksheets for Priorities 3, 4 and 7.</p> <p>Strategic Priority 3: The committee received the revised worksheet from the Budget and Finance committee. All changes and suggestions were implemented except for changing the 15% reserve to Board approved reserve on Goal #1, Activity 1. Mr. Eaton will follow up with the Budget and Finance Committee to if there was a specific reason for keeping the 15% reserve wording.</p> <p>Strategic Priority 4: The committee reviewed and made comments by email. A final review was conducted and changes were made to the worksheet. The changes will be forwarded to the Safety and Technology Committees for informational purposes.</p> <p>Strategic Priority 7: The committee reviewed and made comments by email. A final review was conducted and changes were made to the worksheet. The committee did have questions about the difference between onboarding and orientation. Mr. Eaton will contact the chair of the Professional Development &amp; Recognition and EEO &amp; Diversity to receive clarification on the difference. The committee will then finalize by email the review of the strategic priority 7 worksheet.</p>			
<b>Strategic Priority Draft Review</b>	<b>Discussion</b>						
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<b>4.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Other</b></td> <td style="width: 50%; text-align: right; padding: 5px;"><b>Discussion</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>Spring Meeting Schedule: Mr. Eaton will work with Melissa Meadows to determine dates for the IEC to meet during the spring 2016 semester. A calendar request will be sent out the committee members.</p> <p>Embedding Strategic Priorities into the Shared Governance Handbook: Mr. Eaton will be working on how to embed the information from the strategic priority worksheets after the President’s Shared Governance Council approves the worksheets. Since there is limited time before moving towards Board approval, Mr. Eaton will continue the discussion with the IEC through email.</p> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Meeting adjourned: 2:36 p.m. Freeman 1<sup>st</sup>/Armstrong 2<sup>nd</sup></td> </tr> </table>	<b>Other</b>	<b>Discussion</b>	<p>Spring Meeting Schedule: Mr. Eaton will work with Melissa Meadows to determine dates for the IEC to meet during the spring 2016 semester. A calendar request will be sent out the committee members.</p> <p>Embedding Strategic Priorities into the Shared Governance Handbook: Mr. Eaton will be working on how to embed the information from the strategic priority worksheets after the President’s Shared Governance Council approves the worksheets. Since there is limited time before moving towards Board approval, Mr. Eaton will continue the discussion with the IEC through email.</p>		Meeting adjourned: 2:36 p.m. Freeman 1 <sup>st</sup> /Armstrong 2 <sup>nd</sup>	
<b>Other</b>	<b>Discussion</b>						
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Meeting adjourned: 2:36 p.m. Freeman 1 <sup>st</sup> /Armstrong 2 <sup>nd</sup>							

\*Completed, deleted or carried forward



**AGENDA**  
**November 4, 2015**  
**1:30 p.m.**  
**LRC Conference Room (L-4)**

- BCC Strategic Priorities:**
1. Educational Success
  2. Marketing and Outreach
  3. Fiscal Health
  4. Safety for All
  5. Campus Culture
  6. Evidence Based Decision Making
  7. Diverse and Excellent Workforce

1. Approve Agenda
2. Approve Minutes (10/29/15)
3. Strategic Priority 6
4. Strategic Priority Committee Draft Review
5. Other

Thomas	<b>Armstrong</b>	
Scott	<b>Bulkley</b>	
Khushnur	<b>Dadabhoy</b>	
Stephen	<b>Eaton</b>	
Kyri	<b>Freeman</b>	
Dayleen	<b>Hubby</b>	
Yizhou	<b>Liu</b>	
Nance	<b>Nunes-Gill</b>	
Nancy	<b>Olson</b>	
Penny	<b>Shreve</b>	
Sandi	<b>Thomas</b>	
George	<b>Walters</b>	



**November 4, 2015  
1:30 p.m.  
LRC Conference Room (L-4)**

	<b>Stephen Eaton</b>	<i>(CHAIR)</i>		<b>Sandi Thomas</b>	<i>Management</i>		<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	X	<b>Thomas Armstrong</b>	<i>Management</i>		<b>George Walters</b>	<i>VPAS (Advisory)</i>
X	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Dayleen Hubby</b>	<i>Classified</i>	X	<b>Khushnur Dadabhoy</b>	<i>VPSS (Advisory)</i>
X	<b>Kyri Freeman</b>	<i>Academic Senate</i>	X	<b>Nancy Olson</b>	<i>Classified</i>			
	<b>Yizhou Liu</b>	<i>ASG Representative</i>						

<b>Call to Order: 1:41 pm</b>		
<b>1.</b>	<b>Approve Agenda-Nunes-Gill 1<sup>st</sup>/Armstrong 2<sup>nd</sup></b>	<b>Approved</b>
	Approved as submitted	
<b>2.</b>	<b>Approve Minutes (10/29/15) Shreve 1<sup>st</sup>/Nunes-Gill 2<sup>nd</sup></b>	<b>Approved</b>
	Approved as submitted	
<b>3.</b>	<b>Strategic Priority #6</b>	<b>Discussion</b>
	The committee reviewed and made changes to the worksheet for Strategic Priority #6.	
<b>4.</b>	<b>Strategic Plan document timeline</b>	<b>Discussion</b>
	The committee reviewed, made suggestions and changes to the worksheets for Priorities 5.	
	Strategic Priority 5: Send review back to Student Success and Equity for informational purposes.	
	The committee will review Strategic Priority #4 and #7 by email.	
	Meeting adjourned: 2:52 p.m. Olson 1 <sup>st</sup> /Nunes-Gill 2 <sup>nd</sup>	

\*Completed, deleted or carried forward



**AGENDA**  
**December 10, 2015**  
**1:30 p.m.**  
**LRC Conference Room (L-4)**

- BCC Strategic Priorities:**
1. Educational Success
  2. Marketing and Outreach
  3. Fiscal Health
  4. Safety for All
  5. Campus Culture
  6. Evidence Based Decision Making
  7. Diverse and Excellent Workforce

1. Approve Agenda
2. Approve Minutes (11/04/15)
3. Strategic Priority Draft Review
4. Other

Thomas	<b>Armstrong</b>	
Scott	<b>Bulkley</b>	
Khushnur	<b>Dadabhoy</b>	
Stephen	<b>Eaton</b>	
Kyri	<b>Freeman</b>	
Susan	<b>Rollinson</b>	
Yizhou	<b>Liu</b>	
Nance	<b>Nunes-Gill</b>	
Nancy	<b>Olson</b>	
Penny	<b>Shreve</b>	
Sandi	<b>Thomas</b>	
George	<b>Walters</b>	



<b>December 10 , 2015</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4)</b>								
X	<b>Stephen Eaton</b>	<i>(CHAIR)</i>	X	<b>Sandi Thomas</b>	<i>Management</i>	X	<b>Scott Bulkeley</b>	<i>President, AS (Advisory)</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	X	<b>Thomas Armstrong</b>	<i>Management</i>		<b>George Walters</b>	<i>VPAS (Advisory)</i>
X	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>		<b>Dayleen Hubby</b>	<i>Classified</i>		<b>Khushnur Dadabhoy</b>	<i>VPSS (Advisory)</i>
X	<b>Kyri Freeman</b>	<i>Academic Senate</i>	X	<b>Nancy Olson</b>	<i>Classified</i>			
	<b>Yizhou Liu</b>	<i>ASG Representative</i>						

<b>Call to Order: 1:35 p.m.</b>	
<b>1. Approve Agenda – Nunes-Gill, Armstrong</b>	<b>Approved</b>
<b>2. Approve Minutes - Nunes-Gill, Olson</b>	<b>Tabled</b>
<b>3. Strategic Planning Document</b>	<b>Discussion/Action</b>
<p>Final edits to Strategic Priorities moved by K. Freeman, seconded by N. Nunes-Gill. Motion passed.</p> <p>Discussion of proposed format and contents of the BCCD 2015-2018 Strategic Plan. Moved by S. Bulkeley, seconded by P. Shreve. Motion passed.</p>	
<b>Adjourn: 2:30 p.m.</b>	





**AGENDA**

**January 28, 2016 @ 1:30 p.m.  
LRC Conference Room (L-4a/b)**

***BCC Strategic Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes (12/10/15)
3. PRC Report Out
4. SLOAC Report Out
5. 2015-2016 BAPs
6. Other





<b>January 28, 2016</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4a/b)</b>								
X	<b>Stephen Eaton</b>	<i>(CHAIR)</i>		<b>Sandi Thomas</b>	<i>Management</i>	X	<b>Scott Bulkley</b>	<i>President, AS (Advisory)</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	X	<b>Thomas Armstrong</b>	<i>Management</i>		<b>George Walters</b>	<i>VPAS (Advisory)</i>
X	<b>Nance Nunes-Gill</b>	<i>SLO Coordinator</i>	X	<b>Jose Hernandez</b>	<i>Classified</i>		<b>Khushnur Dadabhoy</b>	<i>VPSS (Advisory)</i>
X	<b>Kyri Freeman</b>	<i>Academic Senate</i>	X	<b>Michelle Bond</b>	<i>Classified</i>			
X	<b>Yizhou Liu</b>	<i>ASG Representative</i>	X	<b>Lisa Holmes</b>	<i>Management</i>		<b>Barbara Rose</b>	<i>Recorder</i>

<b>Call to Order: 1:30pm</b>	
<b>1. Approve Agenda – J. Hernandez /N. Nunes-Gill</b>	<b>Approved</b>
<b>2. Approve Minutes (12/10/15) P. Shreve/J. Hernandez</b>	<b>Approved</b>
<b>3. PRC Report Out</b>	<b>Discussion</b>
K. Freeman spoke of the upcoming PRC meeting. There was a discussion as to where to send rubric edits. S. Bulkley had concern in regards to the curriculum review component missing. He requests this be reviewed and clarified.	
<b>4. SLOAC Report Out</b>	<b>Discussion</b>
N. Nunes-Gill shared that the January SLOAC meeting was brief due to low attendance. She reminded everyone of the upcoming PLO review; possible SLO review; and a potential February meeting scheduled.	
<b>5. 2015 – 2016 BAPs</b>	<b>Discussion</b>
Each committee member will receive fair share of BAPs – to review and submit results by February 9, 2016. Next BAP meeting is scheduled for February 11, 2016.	
<b>6. Other</b>	<b>None</b>
<b>Adjourn: 2:00pm</b>	



**AGENDA**

**February 11, 2016 @ 1:30 p.m.  
LRC Conference Room (L-4a/b)**

***BCC Strategic Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes (1/28/16)
3. PRC Report Out
4. SLOAC Report Out
5. 2015-2016 BAPs
6. Other



<b>February 11, 2016 Meeting Minutes</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4a/b)</b>							
X	Stephen Eaton	(CHAIR)		Sandi Thomas	Management	X Scott Bulkley	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction		Thomas Armstrong	Management	George Walters	VPAS (Advisory)
X	Nance Nunes-Gill	SLO Coordinator	X	Jose Hernandez	Classified	X Khushnur Dadabhoy	VPSS (Advisory)
X	Kyri Freeman	Academic Senate	X	Michelle Bond	Classified		
	Yizhou Liu	ASG Representative	X	Lisa Holmes	Management	X Barbara Rose	Recorder

<b>Call to Order: 1:30pm</b>	
<b>1. Approve Agenda – J. Hernandez /N. Nunes-Gill</b>	<b>Approved</b>
<b>2. Approve Minutes (01/28/16) K. Freeman/J. Hernandez</b>	<b>Approved</b>
<b>3. PRC Report Out</b>	<b>Discussion</b>
<p>K. Freeman shared that at the last Program Review Committee meeting there was a discussion in regards to issues with the rubric. She shared that the committee will work with the existing rubric for the time being but plan to fix it for next year. P. Shreve added that SSSP will be integrating the rubric for reporting purposes and will be making the connection between Program Review and SSSP.</p>	
<b>4. SLOAC Report Out</b>	<b>Discussion</b>
<p>N. Nunes-Gill shared that the SLOAC committee will be meeting next week. She will be emailing the SLO's to full-time faculty as well as placing them onto the 'P' drive. She also shared that at the next SLOAC meeting (02/16/16) they will be reviewing the SAOs and PLOs that were received.</p>	
<b>5. 2015 – 2016 BAPs</b>	<b>Discussion</b>
<p>Each IEC committee member received an initial spreadsheet with most of the BAP rankings. A final BAP ranking spreadsheet will be presented at the next IEC meeting (02.18.16). K. Freeman raised a concern that the electronic BAP rubric was not a fillable form. L. Holmes volunteered to send out a fillable form to everyone. There was a discussion ensuring updating the existing rubric. S. Bulkley requested that a separate table be added to the bottom of the spreadsheet to separately identify the IEC BAP ranking of faculty positions. He also explained the Academic Senate's function and their internal process of ranking the IEC BAPs for faculty positions.</p>	
<b>6. Other</b>	<b>Discussion</b>
<p>The next IEC meeting is scheduled for 02/18/16 at 1:30pm.</p> <p>It was determined that the upcoming IEC Meetings will be scheduled for every other Thursday commencing 03/03/16.  <b>Meeting Dates:</b> 03/03/16; 03/31/16 (No meeting on 03/17/16 due to spring break.)            04/14/16; 04/28/16;            05/12/16 (if needed)</p>	
<b>Adjourn: 2:15pm</b>	



**AGENDA**

**February 18, 2016 @ 1:30 p.m.  
LRC Conference Room (L-4a/b)**

***BCC Strategic Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes (2/11/16)
3. PRC Report Out
4. SLOAC Report Out
5. 2015-2016 BAPs
6. Other



<b>February 18, 2016 Meeting Minutes</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4a/b)</b>								
X	Stephen Eaton	<i>(CHAIR)</i>		Sandi Thomas	<i>Management</i>	X	Scott Bulkley	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>		Thomas Armstrong	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Jose Hernandez	<i>Classified</i>	X	Khushnur Dadabhoy	<i>VPSS (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Michelle Bond	<i>Classified</i>			
	Yizhou Liu	<i>ASG Representative</i>	X	Lisa Holmes	<i>Management</i>	X	Barbara Rose	<i>Recorder</i>

<b>Call to Order: 1:36pm</b>	
<b>1. Approve Agenda - J. Hernandez / K. Freeman</b>	<b>Approved</b>
It was motioned to accept the agenda with the amendment to table agenda items #3 and #4.	
<b>2. Approve Minutes (02/11/16) J. Hernandez/K. Freeman</b>	<b>Approved as amended</b>
It was motioned by J. Hernandez to accept the minutes of 02/11/16 with a second by K. Freeman who requested that before approving the minutes that there is a clear understanding that a fillable rubric form will be sent out to all committee members as noted in the 2/11/16 minutes under 2015-2016 BAPs.	
<b>3. PRC Report Out</b>	<b>Tabled until next meeting</b>
<b>4. SLOAC Report Out</b>	<b>Tabled until next meeting</b>
<b>5. 2015 – 2016 BAPs - P. Shreve /J. Hernandez</b>	<b>Approved</b>
A BAP spreadsheet was presented. Mr. Eaton explained that because some BAPs had four IEC Reviewers vs some only had three IEC Reviewers, the BAP totals reflected on this spreadsheet were calculated by the total points divided by number of reviewers. It was motioned by P. Shreve/seconded by J. Hernandez that a total of five reviewers be assigned to each BAP and from the new total, the highest and lowest scores would be thrown out (motion passed). In addition, the committee agreed that once final BAP totals are calculated, they reserve the right to rearrange. There was a brief discussion about fixing the rubric for next year because this form is essential to the process. It was suggested that future BAP process would be scored based on 50% for written rubric and 50% on presentation. 5	
<b>6. Other</b>	<b>Discussion</b>
<b>Meeting Dates Reminder: 03/03/16; 03/31/16 (No meeting on 03/17/16 due to spring break.)</b> 04/14/16; 04/28/16; 05/12/16 (if needed)	
<b>Adjourn: 2:30pm</b>	



**AGENDA**

**March 03, 2016 @ 1:30 p.m.  
LRC Conference Room (L-4a/b)**

***BCC Strategic Priorities:***

- 1. Educational Success*
- 2. Marketing and Outreach*
- 3. Fiscal Health*
- 4. Safety for All*
- 5. Campus Culture*
- 6. Evidence Based Decision Making*
- 7. Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes (02/18/16)
3. PRC Report Out
4. SLOAC Report Out
5. 2015-2016 BAPs
6. Other



<b>March 3, 2016 Meeting Minutes</b> <b>1:30 p.m.</b> <b>LRC Conference Room (L-4a/b)</b>								
X	Stephen Eaton	(CHAIR)	X	Sandi Thomas	Management	Scott Bulkley	President, AS (Advisory)	
X	Penny Shreve	Dean of Instruction	X	Thomas Armstrong	Management	George Walters	VPAS (Advisory)	
X	Nance Nunes-Gill	SLO Coordinator	X	Jose Hernandez	Classified	X	Khushnur Dadabhoy	VPSS (Advisory)
X	Kyri Freeman	Academic Senate		Michelle Bond	Classified			
	Yizhou Liu	ASG Representative	X	Lisa Holmes	Management	X	Barbara Rose	Recorder

<b>Call to Order: 1:30pm</b>	
<b>1. Approve Agenda - P. Shreve / J. Hernandez</b>	<b>Approved</b>
<b>2. Approve Minutes (2/18/16) J. Hernandez/T. Armstrong</b>	<b>Approved as amended</b>
It was motioned by J. Hernandez to accept the minutes of 02/18/16 with a second by T. Armstrong. K. Freeman requested to amend the minutes to reflect a correction of the spelling of her last name – Freeman. Motion carried with amended change.	
<b>3. PRC Report Out</b>	<b>Tabled until next meeting</b>
K. Freeman shared that the PRC committee met on 03/02/16. They discussed break out committees to start the process of fixing the rubric. The committee will meet again at the end of March.	
<b>4. SLOAC Report Out</b>	<b>Tabled until next meeting</b>
N. Nunes-Gill shared that she has feedback will be sent out soon to all who submitted PLOs, SAOs, and PIOs. She also shared that everyone were assigned 8 each and then were pared up for feedback. She will be sending out the 9-week reminders. The final reviews and recommendations will go out as a committee in the next few weeks. The next meeting will be March 8, 2016.	
<b>5. 2015 – 2016 BAPs - P. Shreve /J. Hernandez</b>	<b>Approved</b>
S. Eaton shared that a final BAP spreadsheet will be presented as soon as all BAPs have been received from the committee members. He will send out an email assigning the outstanding BAPs. He reminded everyone that the deadline to submit is March 7, 2016, by 12noon.	
<b>6. Other</b>	<b>Discussion</b>
K. Dadabhoy recommended to align Program Reviews/BAPs every year just in case program objectives change between timelines and to also enhance long term planning.	
<b>Meeting Dates Reminder: 03/03/16; 03/31/16 (No meeting on 03/17/16 due to spring break.)</b> 04/14/16; 04/28/16; 05/12/16 (if needed)	
<b>Adjourn: 2:05pm</b>	



**AGENDA**

**April 14, 2016 @ 1:30 p.m.  
LRC Conference Room (L-4a/b)**

***BCC Strategic Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent Workforce*

1. Approve Agenda
2. Approve Minutes (03/03/16)
3. PRC Report Out
4. SLOAC Report Out
5. 2015-2016 BAPs
6. Other





<p style="text-align: center;"><b>April 14, 2016 Meeting Minutes</b>  <b>1:30 p.m.</b>  <b>LRC Conference Room (L-4a/b)</b></p>								
X	Stephen Eaton	<i>(CHAIR)</i>	X	Sandi Thomas	<i>Management</i>	Scott Bulkley	<i>President, AS (Advisory)</i>	
X	Penny Shreve	<i>Dean of Instruction</i>		Thomas Armstrong	<i>Management</i>	George Walters	<i>VPAS (Advisory)</i>	
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Jose Hernandez	<i>Classified</i>	X	Khushnur Dadabhoy	<i>VPSS (Advisory)</i>
	Kyri Freeman	<i>Academic Senate</i>		Michelle Bond	<i>Classified</i>			
	Yizhou Liu	<i>ASG Representative</i>	X	Lisa Holmes	<i>Management</i>	Barbara Rose	<i>Recorder</i>	

<b>Call to Order: 1:30pm</b>	
<b>1. Approve Agenda - J. Hernandez / Dr. Dadabhoy</b>	<b>Approved as amended.</b>
J. Hernandez moved/Dr. Dadabhoy seconded to amend the agenda to include a discussion on Strategic Plan. Motion passed.	
<b>2. Approve Minutes (3/03/16) J. Hernandez / L. Holmes</b>	<b>Approved</b>
<b>3. PRC Report Out</b>	<b>Discussion</b>
P. Shreve reported progress closing the 2015-16 review process. Commendations and Recommendations will be shared with PR submitters before the end of the semester.	
<b>4. SLOAC Report Out</b>	<b>Discussion</b>
N. Nunes-Gill reported progress on end of year chores and working with Jessica to capture outcomes results.	
<b>5. 2015 – 2016 BAPs</b>	<b>Discussion</b>
<p>An in-depth discussion took place regarding the Committee’s charge to consider re-ranking the BAPs possibly over-riding the point values due to the Committee’s knowledge of larger issues that have arisen during the year and understanding the overall needs of the College. Each BAP was reconsidered and the following recommendations will be moved forward to Cabinet and the PSGC: Student success was the Committee’s primary concern. The Committee also expressed great concern over the stability and currency of our technology and the safety of students and staff.</p> <p>The next steps are to create a document listing ranked BAPs with explanations as needed and then pass on to Cabinet.</p>	
<b>6. Other</b>	<b>None</b>
<u>Meeting Dates Reminder:</u> 05/12/16 (if needed)	
<b>Adjourn: 2:25pm</b>	