



**AGENDA**

**September 14, 2017, @ 10:00-11:00a.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 (05/04/2017)
3. Co-Chairs
4. IEC Committee Charge and Purpose
5. Committee Effectiveness Survey Results
6. Other



<b>September 14, 2017</b> <b>10:00 – 11:00a.m.</b> <b>LRC Conference Room (L-4a/b)</b>						
X	<b>David Morse</b>	<i>Chair (Advisory)</i>	X	<b>Sona Vartanian</b>	<i>Academic Senate Pres</i>	<b>John Macomber</b> <i>Classified</i>
X	<b>Lisa Holmes</b>	<i>Chair (Advisory)</i>		<b>Christie Firtha</b>	<i>Academic Senate</i>	<b>Alisa Parks</b> <i>ASG</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>		<b>Vacant</b>	<i>SLO Coordinator</i>	X <b>Khushnur Dadabhoy</b> <i>VPSS (Advisory)</i>
X	<b>Kim Young</b>	<i>Mid-Management</i>		<b>Robbie Evans</b>	<i>Classified</i>	X <b>Brenda Findley</b> <i>VPAS (Advisory)</i>
X	<b>Christina Calderon</b>	<i>Mid-Management</i>	X	<b>Tanessa Tinley</b>	<i>Classified</i>	X <b>Barbara Rose</b> <i>Recorder</i>
X	<b>Jessica Tainatongo</b>					
<b>Call to Order: 10:04am</b>						
<b>1.</b>	<b>Approve Agenda</b>					<b>Approved</b>
	The agenda was approved as submitted.					
<b>2.</b>	<b>Approve Minutes (05/04/17)</b>					<b>Approved</b>
	K. Young moved / T. Tinley seconded to approve the minutes of 05/04/17. Dr. Morse called for the vote: All in favor. The motion passed.					
<b>3.</b>	<b>Co-Chairs</b>					<b>Approved</b>
	Dr. Morse recommended that L. Holmes be approved as Co-Chair for the Institutional Effectiveness Committee (IEC). The IEC committee unanimously approved L. Holmes as the committee Co-Chair.					
<b>4.</b>	<b>IEC Committee Charge and Purpose</b>					<b>Discussion</b>
	The committee reviewed the 2014-2017 Participatory Governance Handbook, specifically the IEC committee’s purpose statement and description. L. Holmes stated that this section will need to be modified to better reflect the charge and make-up change of this committee. There was a brief discussion on the best way to create the ‘make-up’ of the committee. It was noted that C. Calderon (Program Review representative) will be joining the committee as a voting member; L. Holmes, as the committee co-chair, will be listed as an ‘advisory’ committee member and J. Tainatongo will be the recorder for all future IEC meetings. The committee was tasked to bring back their recommendations of a purpose statement and the make-up of the committee.					
<b>5.</b>	<b>Committee Effectiveness Survey Results</b>					<b>Discussion</b>
	L. Holmes shared the findings of the Committee Effectiveness Survey that was completed during the 2017 spring semester. She stated that only 6 of the 14 committee members completed the survey. There was a brief discussion about the survey results of which L. Holmes asked for recommendations on improving the survey.					
<b>7.</b>	<b>Other</b>					<b>Discussion</b>
	Dr. Morse encouraged committee members to look at the committee goals and objectives and to be prepared to discuss at the next scheduled IEC meeting. There was also a brief discussion on the institutional effectiveness of having departmental/desktop Standard Operating Procedures.					
<b>Adjourned at: 11:00am</b>						



**AGENDA**  
**November 7, 2017, @ 3:00 – 4:30 pm**  
**Location: S1**

**BCC Mission Statement**

*Barstow Community College is an accredited, open access, institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.*

**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 (09/14/2017)
3. Old Business
  - a. IEC Committee Charge and Purpose
  - b. IEC Goals and Objectives
4. New Business
  - a. Meeting Schedule
  - b. PRC Report Out – B. Ranney/C. Calderon
  - c. SLOAC Report Out – M. Cunningham/J. Worland
  - d. BAP Process
  - e. Strategic Priorities
5. BP/AP 3225
6. Other

<b>Calderon</b>	Christina	
<b>Cunningham</b>	Missy	
<b>Dadabhoy</b>	Khushnur	
<b>Evans</b>	Robbie	
<b>Findley</b>	Brenda	
<b>Freeman</b>	Kyri	
<b>Holmes</b>	Lisa	
<b>Macomber</b>	John	
<b>Morse</b>	David	
<b>Nunes-Gill</b>	Nance	
<b>Parks</b>	Alisa	
<b>Shreve</b>	Penny	

<b>Tainatongo</b>	Jessica	
<b>Tinley</b>	Tannessa	
<b>Worland</b>	Jennafer	
<b>Young</b>	Kim	



**November 7, 2017**  
**3:00 – 4:30 p.m.**  
**S1**

X	<b>David Morse</b>	<i>Chair (Advisory)</i>	X	<b>Nance Nunes-Gill</b>	<i>Academic Senate Pres</i>	X	<b>John Macomber</b>	<i>Classified</i>
X	<b>Lisa Holmes</b>	<i>Chair (Advisory)</i>		<b>Christie Firtha</b>	<i>Academic Senate</i>		<b>Alisa Parks</b>	<i>ASG</i>
X	<b>Penny Shreve</b>	<i>Dean of Instruction</i>	X	<b>Missy Cunningham</b>	<i>Co-SLO Coordinator</i>		<b>Khushnur Dadabhoy</b>	<i>VPSS (Advisory)</i>
X	<b>Kim Young</b>	<i>Mid-Management</i>	X	<b>Robbie Evans</b>	<i>Classified</i>		<b>Brenda Findley</b>	<i>VPAS (Advisory)</i>
	<b>Christina Calderon</b>	<i>Mid-Management</i>	X	<b>Tannessa Tinley</b>	<i>Classified</i>	X	<b>Jessica Tainatongo</b>	<i>Recorder</i>
	<b>Jennafer Worland</b>	<i>Co-SLO Coordinator</i>						

**Call to Order: 3:08 p.m.**

<b>1.</b>	<b>Approve Agenda</b>	<b>Approved</b>
	Agenda accepted without changes.	
<b>2.</b>	<b>Approve Minutes (09/14/17)</b>	<b>Approved</b>
	K. Young made a motion to approve the minutes; accepted without changes.	
<b>3.</b>	<b>Old Business</b>	<b>Discussion</b>
	<p><b>a. IEC Committee Charge and Purpose</b> – D. Morse suggested that the committee should receive the BAPs and evaluate for trends and best practices. Questioned if the IEC should be responsible for an accreditation committee? Consensus said yes. Would like to continue this discussion after accreditation visit to discuss what worked and didn't work with our current accreditation process.</p> <p><b>Membership</b> – nothing changed; roster was just updated to reflect new members.</p> <p><b>b. IEC Goals and Objectives</b> – carryover from previous discussion (3a)</p>	
<b>4.</b>	<b>New Business</b>	<b>Discussion</b>
	<p><b>a. Meeting Schedule</b> – faculty members are available the first Tuesday of the month from 3:00-4:30 p.m. January meeting will need to be held on a different week as faculty is not back in the first week of January. Lisa will send out new invites; will make necessary adjustments (holidays) at the next meeting.</p> <p><b>b. PRC Report Out (P. Shreve)</b> – Program Reviews that have been turned in are being organized and the PRC hopes to have feedback out in February/March timeframe. C. Calderon to send out list of current outstanding PRs. Discussion proceeded with BAPs – K. Freeman requested feedback on BAP that she has turned in for several years which has not been funded nor does she know why. Can we streamline the process? D. Morse – PR's aren't doing what they should be; feel as if they aren't connected. Suggestion was made by D. Morse to combine some PR's; P. Shreve said that some combos work but K. Young pointed out that this was done previously and some instructors felt their data was too buried. D. Morse asked the group if a new protocol should be something discussed at the PRC or the IEC? Group felt a taskforce made up of members of each committee would be best. Suggested that once Guided Pathways are worked into the current system, maybe it would work better.</p> <p><b>c. SLOAC Report Out (M. Cunningham)</b> – Figuring out membership to ensure correct constituents are present. Name of the group was discussed as it was changed from "Student Learning" to "Service Learning" but it's not consistent across the board; this will be updated. Scheduling SLOs-clean list of courses and SLOs being organized. Want to change from doing every course every semester. Possibly breakdown by course, online/traditional...looking at other schools for Best Practices. L. Holmes – discussion at SLOAC was to only do 25% of the SLO's per semester so doing a 2-year cycle, all SLO's would be complete. Tracdat can be utilized for some of this but would like eLumen instead as it also helps with curriculum, budget allocation, program review and strategic planning. D. Morse – Co-Chairs should raise the question to Dr. Bagg.</p> <p><b>d. BAP Process</b> – See item 4b</p> <p><b>e. Strategic Priorities</b> – Getting ready to expire. Previous process was "wonky"-delegated to committees but not a lot of feedback from committee chairs was received. Placed on agenda for next meeting to get more specific.</p>	



<b>5.</b>	<b>BP/AP 3225</b>	<b>Discussion</b>
	P. Shreve – College doesn't always have all the BP/APs that we should (discovered during the accreditation process). Legally advised to have BP/AP 3225 but not a lot of content – do we go through the process to adopt these? D. Morse – not a requirement and as they read now, don't really do anything. What do we want these to look like? Send suggestions to Lisa or David who can put together draft and then discuss at the next meeting.	
<b>6.</b>	<b>Other</b>	<b>Discussion</b>
	Nothing.	
<b>Adjourned at: 4:21 p.m.</b>		



**AGENDA**  
**January 9, 2018, @ 3:00 – 4:30 pm**  
**Location: LRC**

**BCC Mission Statement**

*Barstow Community College is an accredited, open access, institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.*

**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 (11/07/2017)
3. Old Business
  - a. IEC Committee Charge and Purpose
  - b. Overview of Program Review, SLO and BAP Processes
  - c. Strategic Plan – Kick Off, April 3rd (All College)
4. New Business
5. Other

<b>Calderon</b>	Christina	
<b>Cunningham</b>	Missy	
<b>Dadabhoy</b>	Khushnur	
<b>Evans</b>	Robbie	
<b>Findley</b>	Brenda	
<b>Freeman</b>	Kyri	
<b>Holmes</b>	Lisa	
<b>Macomber</b>	John	
<b>Morse</b>	David	
<b>Nunes-Gill</b>	Nance	
<b>Parks</b>	Alisa	
<b>Shreve</b>	Penny	
<b>Tainatongo</b>	Jessica	
<b>Tinley</b>	Tannessa	
<b>Worland</b>	Jennafer	
<b>Young</b>	Kim	



January 9, 2018  
3:00 – 4:30 p.m.  
LRC

X	David Morse	Chair (Advisory)	X	Nance Nunes-Gill	Academic Senate Pres	X	John Macomber	Classified
X	Lisa Holmes	Chair (Advisory)	X	Kyri Freeman	Academic Senate		Alisa Parks	ASG
X	Penny Shreve	Dean of Instruction	X	Missy Cunningham	SLO Coordinator		Khushnur Dadabhoy	VPSS (Advisory)
X	Kim Young	Mid-Management	X	Robbie Evans	Classified	X	Brenda Findley	VPAS (Advisory)
X	Christina Calderon	Mid-Management	X	Tannessa Tinley	Classified	X	Jessica Tainatongo	Recorder
	Jennafer Worland	SLO Coordinator						

Call to Order: 3:00

**1. Approve Agenda** **Approved**

Agenda accepted without changes.

**2. Approve Minutes (11/07/17)** **Approved**

Minutes accepted without changes.

**3. Old Business** **Discussion**

**a. IEC Committee Charge and Purpose** – D. Morse suggested removal of the second to last sentence in the description of the committee. Committee charge and purpose approved with changes N. Nunes-Gill 1<sup>st</sup>; M. Cunningham 2<sup>nd</sup>; all in favor.

*New charge and purpose reads:*

Purpose Statement: Through integrated planning, the Institutional Effectiveness Committee (IEC) leads program review and accreditation processes to ensure that decision-making is data driven and connected to the mission and strategic priorities of the institution.

Description: The Institutional Effectiveness Committee (IEC) takes a leadership role in moving data into action to achieve sustainable continuous quality improvement. The committee reviews program assessment results in light of college-wide strategic goals to recommend a set of institutional priorities for inclusion into integrated planning and resource allocation. The goal of the committee is to help the college maximize fiscal, physical, human, and technological resources to improve student learning and achievement. As a part of these integral duties, the IEC will lead and organize campus-wide participation in all ACCJC accreditation requirements.

Co-Chairs: David Morse & Lisa Holmes

Academic Senate President: Nance Nunes-Gill

Academic Senate Representative: Kyri Freeman

ASG: Alisa Parks

CSEA (1): Robbie Evans

CSEA (2): Tannessa Tinley

CSEA (3): John Macomber

Dean of Instruction: Penny Shreve

Mid-Management (1): Kim Young

Mid-Management (2): Christina Calderon

SLO Coordinator: Missy Cunningham or Jennafer Worland

Advisory Members: Brenda Findley, VP of Administrative Services and Khushnur Dadabhoy, VP of Student Services

**b. Overview of Program Review, SLO and BAP Process** – (in reference to PR & Funding cycle handouts) A lengthy discussion took place regarding the BAP process in regards to feedback and which BAPs are funded and which ones aren't. A close-the-loop letter is sent out that details the awarded BAPs but more detail would be helpful. BAPs are scored independently in two different groups and it was questioned if this process could be changed to better align the feedback/scoring process. The suggestion was made that two break-out groups sit down with the Business & Finance Committee and the Program Review Committee to better



	<p>determine the BAP process. These groups would meet independently, then come together to discuss their findings and streamline the process.</p> <p><b>c. Strategic Plan – Kick Off, April 3<sup>rd</sup> (All College)</b> – L. Holmes reported that we need to develop a new 3-year plan; the current plan expires at the end of June. The plan should include broad input. The plan development process will begin at the April 3<sup>rd</sup> All College meeting. A discussion regarding the current process (or how it was done last time) took place. K. Freeman explained that we used post-it notes on butcher paper for brainstorming, then met up later in break-out sessions; it was a long drawn out process. D. Morse discussed providing training for everyone to better clarify the difference between goals/objectives/outcomes, etc. to be very specific. Training materials would be fleshed out and agreed upon by this group; participants can then help train others. K. Freeman asked that as the plan is created and activities set, that it is clear who is responsible for what. R. Evans asked that we create an IEC shell in Canvas so that materials and progress can be easily communicated.</p>	
<b>4.</b>	<b>New Business</b>	<b>Discussion</b>
	<b>a. None</b>	
<b>5.</b>	<b>Other</b>	<b>Discussion</b>
	N/A	
<b>6.</b>		<b>Discussion</b>
	N/A	
<b>Adjourned at: 4:30</b>		



**AGENDA**  
**March 6, 2018, @ 3:30 – 4:30 pm**  
**Location: Board Room**

**BCC Mission Statement**

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**BCC Strategic Priorities:**

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1. Approve Agenda
2. Approve Minutes (01/09/2018)
3. SLOAC Report Out
4. Program Review Report Out
5. Business & Finance Report Out
6. Committee Effectiveness Surveys (IEC, PRC, SLOAC, PSGC, Calendar)-still missing: Business & Finance, Curriculum, EEO, Health & Welfare, Professional Development, Safety, Student Success & Equity, and Technology
7. Guided Pathways Update
8. Elumen Discussion/Vote
9. Discussion with Accreditation Team

<b>Calderon</b>	Christina	
<b>Cunningham</b>	Missy	
<b>Evans</b>	Robbie	
<b>Findley</b>	Brenda	
<b>Freeman</b>	Kyri	
<b>Holmes</b>	Lisa	
<b>Kane</b>	Karen	
<b>Macomber</b>	John	
<b>Morse</b>	David	
<b>Nunes-Gill</b>	Nance	
<b>Parks</b>	Alisa	
<b>Shreve</b>	Penny	
<b>Tainatongo</b>	Jessica	
<b>Tinley</b>	Tannessa	
<b>Worland</b>	Jennafer	
<b>Young</b>	Kim	



<p style="text-align: center;"><b>March 6, 2018</b>  <b>3:30 – 4:30 p.m.</b>  <b>Board Room</b></p>								
X	David Morse	Chair (Advisory)	X	Nance Nunes-Gill	Academic Senate Pres	X	John Macomber	Classified
X	Lisa Holmes	Chair (Advisory)	X	Kyri Freeman	Academic Senate		Alisa Parks	ASG
X	Penny Shreve	Dean of Instruction	X	Missy Cunningham	SLO Coordinator	X	Brenda Findley	VPAS (Advisory)
X	Kim Young	Mid-Management	X	Robbie Evans	Classified	X	Jessica Tainatongo	Recorder
X	Christina Calderon	Mid-Management		Tannessa Tinley	Classified			
X	Jennafer Worland	SLO Coordinator	X	Karen Kane	Interim VPSS (Advisory)			
<b>Call to Order: 3:37</b>								
<b>1.</b>	<b>Approve Agenda</b>					<b>Approved</b>		
	Approved without changes.							
<b>2.</b>	<b>Approve Minutes (01/9/18)</b>					<b>Approved</b>		
	Approved with one minor change (section 3c, “meshed” to “fleshed”).							
<b>3.</b>	<b>SLOAC Report Out – Missy Cunningham</b>					<b>Discussion</b>		
	<ul style="list-style-type: none"> <li>• Discussion and vote on purchasing and implementing eLumen software; approved unanimously.</li> <li>• Discussed a new, 2-year assessment cycle. Good at getting data, not at reporting it. Data will be collected for the SLOS for half of the courses the first year and half of the courses the second year. During the second year, data from prior year will be analyzed and an action plan created. The action plan will be implemented the following year and new data collected based on the data collected in the first year. Each department would set their own schedule.</li> <li>• Planning on working jointly with the Program Review Committee moving forward to align the new assessment cycle.</li> </ul>							
<b>4.</b>	<b>Program Review Report Out – Christina Calderon</b>					<b>Discussion</b>		
	<ul style="list-style-type: none"> <li>• Approved purchase and implementation of eLumen.</li> <li>• Discussed the purpose statement: added “updating forms.” Adding a CTE faculty member to the membership. Sending changes forward to PSGC.</li> <li>• Discussed change in processes; quality of Program Reviews is low. Want to change the forms to include questions/statements that will produce meaningful feedback. Want to update the weaknesses/looking ahead section, work on creating measurable objectives and add a professional development section so money can be requested for further professional development. Hoping to have the new forms completed by Fall 2018.</li> <li>• Forms: Mission/Vision doesn’t need to be on PR form; should be listed on each programs website. Easier than looked at on a yearly basis when it doesn’t really change. D. Morse – after this process the forms for instructional and non-instructional will most likely not be the same? C. Calderon – No, they won’t. We will be working closely with SLOAC to correlate these changes.</li> </ul>							
<b>5.</b>	<b>Business &amp; Finance Report Out – Brenda Findley</b>					<b>Discussion</b>		
	<ul style="list-style-type: none"> <li>• Discussed charge of committee – made a proposal to sit down with IEC to better use resources. This committee looks at strategic and overall plans, not individual BAPs, just seems redundant. BAPs would be prioritized by IEC and then skip Business &amp; Finance and go to the next step. Will clarify the charge of the committee to determine best use of time for committee.</li> <li>• Would like to clarify what needs a BAP and what doesn’t and disseminate budgets to each department; should make for less BAPs.</li> </ul>							
<b>6.</b>	<b>Committee Effectiveness Surveys – Lisa Holmes</b>					<b>Discussion</b>		
	Pointed out which committees still needed to turn in their survey results. Curriculum committee just waiting on minutes from last meeting to fill out the form. IEC will have a discussion once all of the feedback has been received.							
<b>7.</b>	<b>Guided Pathways Update – David Morse</b>					<b>Discussion</b>		



	<ul style="list-style-type: none"> <li>• There is a meeting Wednesday, March 7, at noon. To get funding, must develop and submit a work plan (based on the self-assessment) due at the end of the month.</li> <li>• All Division Meeting – presentation to get more faculty on board/invested in the process.</li> <li>• Plan to have enrollment management done this spring.</li> </ul>	
<b>8.</b>	<b>eLumen Discussion – David Morse</b>	<b>Vote</b>
	<p>Have received lots of positive feedback. R. Evans asked if the 3<sup>rd</sup> component (student module) could be picked up now instead of waiting for later so that we don't miss out on anything. L. Holmes let the group know that when the conversation started with eLumen, the 3<sup>rd</sup> component wasn't available yet but it's definitely something that can be looked into.</p> <p>Motion was made to implement eLumen. 1<sup>st</sup> – N. Nunes-Gill; 2<sup>nd</sup> – M. Cunningham. All in favor, motion passed.</p> <p><b>For future meetings:</b> the new Strategic Plan will be led by this group and discussions will take place to integrate accreditation into discussion sooner, not just one year prior to visit.</p>	
<b>9.</b>	<b>Discussion with Accreditation Team</b>	<b>Discussion</b>
	Group discussion with Accreditation Team member.	
<b>Adjournment: 4:35</b>		



**AGENDA**  
**April 5, 2018, 3:00 – 4:00 pm**  
**Location: LRC**

**BCC Mission Statement**

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1. Approve Agenda
2. Approve Minutes (03/06/2018)
3. SLOAC Report Out
4. Program Review Report Out
5. Business & Finance Report Out
6. Guided Pathways Update
7. Strategic Planning

<b>Calderon</b>	Christina	
<b>Cunningham</b>	Missy	
<b>Evans</b>	Robbie	
<b>Findley</b>	Brenda	
<b>Freeman</b>	Kyri	
<b>Holmes</b>	Lisa	
<b>Kane</b>	Karen	
<b>Macomber</b>	John	
<b>Morse</b>	David	
<b>Nunes-Gill</b>	Nance	
<b>Parks</b>	Alisa	
<b>Shreve</b>	Penny	
<b>Tainatongo</b>	Jessica	
<b>Tinley</b>	Tannessa	
<b>Worland</b>	Jennafer	
<b>Young</b>	Kim	



**April 5, 2018**  
**3:00 – 4:00 p.m.**  
**LRC Conference Room**

X	David Morse	Chair (Advisory)	X	Nance Nunes-Gill	Academic Senate Pres	X	John Macomber	Classified
X	Lisa Holmes	Chair (Advisory)	X	Kyri Freeman	Academic Senate		Alisa Parks	ASG
	Penny Shreve	Dean of Instruction	X	Missy Cunningham	SLO Coordinator	X	Karen Kane	VPSS (Advisory)
X	Kim Young	Mid-Management		Robbie Evans	Classified		Brenda Findley	VPAS (Advisory)
	Christina Calderon	Mid-Management		Tannessa Tinley	Classified	X	Jessica Tainatongo	Recorder
	Jennafer Worland	SLO Coordinator						

**Call to Order: 3:05 pm**

<b>1.</b>	<b>Approve Agenda</b>	<b>Approved</b>
	Approved without changes.	
<b>2.</b>	<b>Approve Minutes (03/0618)</b>	<b>Approved</b>
	Approved without changes.	
<b>3.</b>	<b>SLOAC Report Out</b>	<b>Discussion</b>
	Proposed a new two-year assessment cycle that will be more effective and produce meaningful results. Looked at the areas of study posted on the website to determine how to group together the different programs and are moving forward with that. Presenting at the Faculty Retreat this Saturday; a preview at Best Practices on Tuesday and then a full presentation on April 26 <sup>th</sup> .	
<b>4.</b>	<b>Program Review Report Out</b>	<b>Discussion</b>
	Streamlined forms, removed repetitive items to hopefully make the results more meaningful. Possibly changing the timeline to have PRs due in Spring, or maybe just a first draft, so Deans would have the summer to plan and put together a rough draft. Would give the VPs the opportunity to put together their PRs using all those submitted in their department. Also looking for a better definition of the items that require a BAP and those that do not.	
<b>5.</b>	<b>Business &amp; Finance Report Out</b>	<b>Discussion</b>
	Dr. Findley came up with a guideline for the BAP process. Looking at items that can be moved from year to year. Once established, will provide information at All Division so that everyone understands.	
<b>6.</b>	<b>Guided Pathways Update</b>	<b>Discussion</b>
	The work group put together a plan which was endorsed at PGSC on Wednesday; Thursday it was sent into the Chancellor's Office so the college should be getting the money. Now it needs to be implemented. This will be reported on at the Faculty Retreat but will also set up meetings on campus to discuss more in depth so that everyone can be involved.	
<b>7.</b>	<b>Strategic Planning</b>	<b>Discussion</b>
	Need to understand goal writing; suggestion was made to put together training material (see PowerPoint Presentation attached). David Morse and Lisa Holmes presented a Power Point that D. Morse put together previously with Dr. Eva Bagg. Looking for feedback from the group if it would be okay to use as training material. Priorities looked like goals, trying to get more simplified text so it's more clear. Removing "priorities" to use the term "goals" to better clarify what we're trying to work on. Priorities would be used when prioritizing the goals. Hoping to have this consistent throughout campus (ex: Program Review). Current strategic plans are three years; activities are prescribed, intentions	



shift, possible discussion of shifting goals to possibly 4-6 years out. If carry over is needed from one plan to the next, can clean up and include in new plan. Chancellor put out 5-10 year goals, possibility of incorporating into new strategic plan. Next meeting: look at current Strategic Plan to review, create timeline; wait for After Action report from Accreditation team in case there is something in there that needs to be incorporated.

**Adjournment: 4:02 pm**



**AGENDA**  
**May 1, 2018, 3:00 – 4:30 pm**  
**Location: LRC**

**BCC Mission Statement**

*Barstow Community College is an accredited, open access, institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.*

**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 (04/05/2018)
3. SLOAC Update
4. Program Review Update
5. Business & Finance Update
6. Strategic Planning

<b>Calderon</b>	Christina	
<b>Cunningham</b>	Missy	
<b>Evans</b>	Robbie	
<b>Findley</b>	Brenda	
<b>Freeman</b>	Kyri	
<b>Holmes</b>	Lisa	
<b>Kane</b>	Karen	
<b>Macomber</b>	John	
<b>Morse</b>	David	
<b>Nunes-Gill</b>	Nance	
<b>Parks</b>	Alisa	
<b>Shreve</b>	Penny	
<b>Tainatongo</b>	Jessica	
<b>Tinley</b>	Tannessa	
<b>Worland</b>	Jennafer	
<b>Young</b>	Kim	



**May 1, 2018**  
**3:00 – 4:00 p.m.**  
**LRC Conference Room**

X	David Morse	Chair (Advisory)	X	Nance Nunes-Gill	Academic Senate Pres	X	John Macomber	Classified
X	Lisa Holmes	Chair (Advisory)	X	Kyri Freeman	Academic Senate		Alisa Parks	ASG
X	Penny Shreve	Dean of Instruction	X	Missy Cunningham	SLO Coordinator		Karen Kane	VPSS (Advisory)
X	Kim Young	Mid-Management	X	Robbie Evans	Classified	X	Brenda Findley	VPAS (Advisory)
X	Christina Calderon	Mid-Management	X	Tannessa Tinley	Classified	X	Jessica Tainatongo	Recorder
	Jennafer Worland	SLO Coordinator						

**Call to Order: 3:05 pm**

<b>1.</b>	<b>Approve Agenda</b>	<b>Approved</b>
	Approved without changes.	
<b>2.</b>	<b>Approve Minutes (04/5/18)</b>	<b>Approved</b>
	Approved without changes.	
<b>3.</b>	<b>SLOAC Report Out</b>	<b>Discussion</b>
	Presented at Faculty Retreat. The next meeting is in two Mondays; will continue pushing ahead to roll out new schedule next fall.	
<b>4.</b>	<b>Program Review Report Out</b>	<b>Discussion</b>
	Updating forms. Did a trends report and will discuss at next meeting (Thursday, May 3 <sup>rd</sup> ). Looking at a new cycle with instructional PRs due 1 Mar (2019) and non-instructional PRs due 1 Sep (2019). More trainings for goal setting are needed for both sides. Will continue to meet over the summer to format new forms (M. Cunningham offered to answer SLO related questions during the summer). Want this to be ready for the fall. New schedule will have to allow for a little gap of no PRs being turned in. Possibly adding additional due date for three departmental VPs. Discussion regarding alignment with BAPs (with the new due dates). Once BAP process is clarified, new cycle will be clarified. Report out of what BAPs are funded (and which ones that aren't) will also help.	
<b>5.</b>	<b>Business &amp; Finance Report Out</b>	<b>Discussion</b>
	Will continue to work on the Planning & Resource Allocation Manual. This could be helpful with the BAP process. Items on a replacement cycle will be added to the manual. There will be a lot of opportunity for comment on this manual; hoping to be quite useful upon its completion.	
<b>6.</b>	<b>Strategic Planning</b>	<b>Discussion</b>
	Update structure. The 2015-18 plan had 7 strategic priorities. Would like to focus on 3-5 major points and align with current goals. Will complete a "wrap up" of current year to help with the writing process. Discussed having a consultant come in to help with new Strategic Plan. Jeff Kellogg has helped before with prior planning efforts so he knows BCC; has been on accreditation teams and has been a trustee at LBCC for 15 years. He has expressed interest in helping and Dr. Bagg has expressed interest in him coming here to help. Will complete a Strategic Planning presentation with background information at the college. Will also look at the last plan and decide what was successful and what still needs to move forward. Plan should be college wide – need student voices; want it to be meaningful with broad input. Looked at System Goals from the Chancellor's office- incorporate these 5 goals into BCC plan to ensure alignment with Chancellor's office. This is the last IEC meeting of	



Spring semester. Jumping in Fall '18; possibly address at in-service. Accreditation report back in Jun/Jul-will incorporate this as well.

**Adjournment: 4:03 pm**