



AGENDA

August 27, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (5/7/14)
3. BAP/PR Timeline Review
4. BAP Process Proposal
5. Fact Book
6. Other



August 27 2014
9:00 a.m.
LRC Conference Room (L-4)

X	Carl Yuan	(CHAIR) Dean, RD&P	X	Sandi Thomas	Management	X	Rich Johnston	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management		George Walters	VPAS (Advisory)
X	Nance Nunes-Gill	SLO Coordinator	X	Dayleen Hubby	Classified	X	Stephen Eaton	VPAA (Advisory)
X	Kyri Freeman	Academic Senate	X	Nancy Olson	Classified			
X	Clemente Rodarte	ASG Representative				X	Jayne Sanchez	Recorder

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
<p>Request made to add the following items under “other”:</p> <ul style="list-style-type: none"> • Accreditation Midterm Report: Process and timeline (S. Eaton) • Update on 2013–14 BAP funding (D. Hubby) • Cohort Tracker data (C. Yuan) <p>The agenda was approved with the additions.</p>	
2. Approve Minutes (5/7/14)	Approved
Minutes were approved as submitted.	
3. BAP/PR Timeline Review	Information
<p>C. Yuan referred the committee to the minutes from the 3/26/14 meeting for review of the timetable developed for the upcoming PR/BAP cycle:</p> <p style="padding-left: 40px;">October 6, 2014: Originators submit PRs and BAPs to VPs</p> <p style="padding-left: 40px;">October 20, 2014: VPs submit PRs and BAPs to IEC</p> <p style="padding-left: 40px;">November 3, 2014: BAPs distributed to applicable committees for input</p> <p style="padding-left: 40px;">December 5, 2014: BAPs returned to IEC with committee input</p> <p style="padding-left: 40px;">January 28, 2015: BAP scoring completed</p> <p style="padding-left: 40px;">February 18, 2015: BAP ranking submitted to Budget & Finance Committee</p>	
4. BAP Process Proposal	Discussion
<p>The committee discussed the proposal by C. Yuan to have BAPs scored by a sub-group of the committee, rather than every member score every BAP. The sub-group could be 3, 5, or another selected number, and the results should remain statistically sound. Discussion continued regarding the best way to determine the sub-groups while retaining the representative nature of the scoring process. The following points were agreed:</p> <ul style="list-style-type: none"> • Prior to scoring, there will be a norming session to facilitate uniform application of the scoring rubric • The group as a whole will briefly review the BAPs prior sub-group assignment • BAPs will not be scored by the originator or department member; however, originators and/or department members will have the opportunity to provide the group with any insight or recommendations they may have regarding the request. • The scored BAPs will be brought back to the committee for final discussion and ranking 	
5. Fact Book	Information
C. Yuan previewed the draft Fact Book he has recently developed with the committee. The draft will be made available online for committee review and as a resource for program review originators.	



6. Other	
<ul style="list-style-type: none">• Accreditation Midterm Report: <p>S. Eaton discussed the timeline for the Mid-Term Report, which is due to the ACCJC March 15, 2015. Progress on the report will be reported to the IEC at each meeting. Sections of the report will be brought to the committee for review and input as they are developed.</p>	Carried forward
<ul style="list-style-type: none">• Update on 2013–14 BAP funding: <p>Request was made by D. Hubby for an updated report on funding status of 2013–14 Budget Allocation Proposals. S. Eaton will request a report from Business & Finance Committee and will forward that information to IEC members.</p>	Carried forward
<ul style="list-style-type: none">• Cohort Tracker data: <p>C. Yuan shared information regarding the “Cohort Tracker” data report he is developing. This report will look at individual student experiences throughout their time at BCC. The data resulting from this report will provide valuable information for a wide variety of uses.</p>	Information
Adjourn: 9:55 a.m.	

2014-15 IEC/PRC Task Timetable

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
IEC				<p>Oct. 6, 2014 Originators submit PRs and BAPs to VPs</p> <p>Oct. 20, 2014: VPs submit PRs and BAPs to IEC</p>	<p>Nov. 3, 2014: BAPs distributed to applicable committees for input</p>	<p>Dec. 5: BAPs returned to IEC with committee input</p>	<p>Jan. 28, 2015: BAP scoring completed</p>	<p>Feb. 18, 2015: BAP ranking submitted to B & F Cmte</p>	<p>Close loop: feedback from IEC to submitter</p>		<p>Committee Reps Assigned for next Academic Year</p>	
PRC	<p><i>Training</i> →</p>			<ul style="list-style-type: none"> • PRs to PRC week of Oct. 27 • PRs assigned to members for evaluation 		<p>Dec. 15: PR Evals completed</p> <p>Dec. 23: PR Evals to originator</p>		<p>Begin review & recap of PR Cycle</p>	<ul style="list-style-type: none"> • Begin Document and Handbook revisions • Training begins 	<p>Cycle development with IEC</p>	<p><i>Training continues</i></p>	

- 8/18/14 Fall Semester Begins
- 11/27-28/14 Thanksgiving Holidays
- 12/13-12/19/14 Finals
- 12/24/14-1/2/15 Campus Closed
- 1/12/15 Spring Semester Begins



AGENDA

September 10, 2014

9:00 a.m.

Admin. Conference Room (A-11)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (8/27/14)
3. BAP Rubric Review
4. BAP Process Discussion
5. 2013 BAP Funding Update (Walters)
6. SLOAC as IEC Subcommittee
7. Institution Set Standards – A Primer
8. Other



September 10, 2014 9:00 a.m. Admin. Conference Room (A-11)								
X	Carl Yuan	(CHAIR) Dean, RD&P		Sandi Thomas	Management	X Rich Johnston	President, AS (Advisory)	
	Penny Shreve	Dean of Instruction	X	Kim Young	Management	X	George Walters	VPAS (Advisory)
X	Nance Nunes-Gill	SLO Coordinator	X	Dayleen Hubby	Classified		Stephen Eaton	VPAA (Advisory)
X	Kyri Freeman	Academic Senate		Nancy Olson	Classified			
X	Clemente Rodarte	ASG Representative				X	Jayne Sanchez	Recorder

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
Agenda was approved as presented.	
2. Approve Minutes (8/27/14)	Approved
Minutes were approved as submitted.	
3. BAP Rubric Review	Information/Discussion
The rubric for scoring the BAPs was briefly reviewed by the committee. Question was raised regarding the use of the rubric for evaluating a new position that is introduced outside of the normal PR/BAP cycle. Discussion followed regarding maintaining consistency within the current system while still addressing district requirements. Suggestion was made to have requests which come up outside of the regular cycle also come to IEC as an information item.	
4. BAP Process Discussion	Carried Forward
C. Yuan distributed a handout outlining the process discussed at the 9/3/14 meeting. Additional discussion regarding process will be carried forward to the next meeting.	
5. 2013 BAP Funding Update	Information/Discussion
G. Walters explained the criteria used by the Business & Finance (B & F) committee to determine funding for the 2013-14 BAPs, and answered questions from the committee regarding the funding process. He suggested that B & F could provide current cycle criteria to IEC prior to the ranking process so that both committees would be working with the same foundational information. The committee agreed this would be helpful and welcome input.	
6. SLOAC as IEC Subcommittee	Information
As outcomes assessment activities and reporting have expanded beyond classes to include service areas and administrative units, the "Student Learning Outcomes Assessment Committee" (SLOAC) will now be designated as a sub-committee of the IEC, rather than its current designation as a sub-committee of the Academic Senate. The Academic Senate will retain the right of appointment for the committee chair and the faculty representatives on the committee.	
7. Institution Set Standards	Carried Forward
Due to the time factor, this item was tabled until the next meeting.	
Adjourn: 10:05 a.m.	

Revision of Budget Allocation Proposal (BAP) and Prioritization Processing

Purpose

To ensure sustainability and improve efficiency by streamlining the current workflow. To enhance the integrated planning, decision-making and budget prioritization processes.

Proposal

1. Instead of having everyone in the Institutional Effectiveness Committee reviewing every BAP, a random assignment of five reviewers from the IEC will evaluate each BAP received.
2. Rather than reviewing 40 to 45 BAPs submitted (as we did last year), this plan would require each member of the IEC to evaluate 20 to 25 BAPs.
3. This would allow the IEC to spend more time reviewing each BAP while maintaining the balance and unbiasedness of the evaluation.
4. There will be no changes to other parts of the Program Review and Budget Allocation Proposal processes.
5. The revision will be incorporated into the PR/BAP timeline.
6. This proposal shall remain in draft status to allow feedback and comments from IEC members. The proposal will be voted on when IEC reconvenes after Fall Semester begins.

Budget Allocation Proposal Scoring Rubric

IEC Member:		Date:	
BAP ID:	Amount of Request:	Dept:	

Scoring Area	Related Components	Scoring Rubric	Score
Program Review (20 points possible)	<ul style="list-style-type: none"> • Program Review(PR)/Annual Update (AU) (BAP Q-2.a; PR) • Course Level SLOs (BAP Q-2.b; PR 3-I.B) • Program Level Outcomes (PLOs) (PR 3-I.B) • Service Area/Administrative Unit Outcomes (SAO/AUO) (PR 3-NI.B) 	0	<ul style="list-style-type: none"> • No demonstrated need supported by PR or AU
		1-10	<ul style="list-style-type: none"> • Demonstrates need from PR/AU
		11-20	<ul style="list-style-type: none"> • Demonstrates need from PR/AU with project goals linked to CLO/PLO/SAO/AUO

***Note to reviewer:** Completion of program review is a vital component and consideration of the time, effort and quality of explanation in the program review and budget allocation proposal, as well as the quality of the planning in the proposal should be clearly demonstrated and considered in this section.*

Alignment with Institutional Plans and Goals (20 points possible)	<ul style="list-style-type: none"> • Mission Statement (BAP Q-6.1; PR 1A) • Strategic Plan (BAP Q-6.2; PR 9.F) • Strategic Priorities (BAP Q-6.2; PR 9.F) • Educational Master Plan (BAP Q-6.3; PR 9.F) • Technology Plan (BAP Q-6.4; PR 9.F) • Facilities Plan (BAP Q-6.5; PR 9.F) 	0	<ul style="list-style-type: none"> • <u>No</u> demonstrated support of Educational Master Plan, Strategic Plan, Priorities, Mission or Goals
		1-5	<ul style="list-style-type: none"> • Demonstrates <u>some</u> support of one area of EMP, SP, Priorities, Mission <u>or</u> Goals
		6-15	<ul style="list-style-type: none"> • Demonstrates support of multiple areas of EMP, SP, Priorities, Mission <u>and/or</u> Goals
		16-20	<ul style="list-style-type: none"> • Demonstrates support of ALL areas Educational Master Plan, Strategic Plan, Strategic Priorities, Mission <u>and</u> Goals

***Note to reviewer:** Proposals that meet more than one component of institutional plans and goals may be weighted heavier than ones that meet only one component.*

Measurable Assessment Outcomes (20 points possible)	<ul style="list-style-type: none"> • Proposal Goals (BAP Q-4) • Student Learning Outcome (BAP: Q-2.b; PR 3.B) • Program Level Outcome (BAP: Q-2.b; PR 3.B) • Service Area/Administrative Unit Outcomes (BAP: Q-2.b; PR 3.B) 	0	<ul style="list-style-type: none"> • No measurable assessment outcomes
		1-10	<ul style="list-style-type: none"> • Demonstrates Goals <u>or</u> Outcomes
		11-20	<ul style="list-style-type: none"> • Demonstrates Goals <u>and</u> Student Learning/ Program Level/Administrative Unit Outcomes

***Note to reviewer:** Consider and reward statistical/measurable outcomes as they relate to the program review, budget allocation proposal, or proposal goals.*

Departmental/ Institutional Benefit (20 points possible)	<ul style="list-style-type: none"> • Program Review • BAP (BAP Q-3) • Action Plan (PR 9) 	0	<ul style="list-style-type: none"> • No demonstration of either departmental or institutional benefit
		1-5	<ul style="list-style-type: none"> • Demonstrates departmental benefit
		6-10	<ul style="list-style-type: none"> • Shows some linkage between institutional <u>and</u> departmental benefit
		11-20	<ul style="list-style-type: none"> • Shows clear and significant linkage between departmental <u>and</u> institutional benefit

***Note to reviewer:** In this area the reviewer is considering the relationship between departmental improvement and institutional gain.*

Action Plan (10 points possible)	<ul style="list-style-type: none"> • Action Plan (BAP: Q-5) What, How, When (PR 9) 	0	<ul style="list-style-type: none"> • No action plan listed
		1-10	<ul style="list-style-type: none"> • Demonstrates an action plan which outlines the steps needed to accomplish the specific proposal, including measurable outcomes.

***Note to reviewer:** Please consider effort and completeness in scoring the Action Plan.*

Creativity and Conceptualization (10 points possible)	<ul style="list-style-type: none"> • Program Review • BAP • Action Plan 	0-10	Scaled so that 0 shows lack of effort and a maximum of 10 shows creativity in problem solving, departmental/ institutional enhancement , or economic sustainability
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***Note to reviewer:** This area was developed to recognize creative problem solving or ideas for institutional enhancement that may go above and beyond normal expectations.*

	Total Points (100 Possible)
	Prioritization Group Ranking

LEGEND:	PR Program Review	CLO Course Level Outcome	AUO Administrative Unit Outcome
	AU Annual Update	PLO Program Level Outcome	EMP Educational Master Plan
	BAP Budget Allocation Proposal	SAO Service Area Outcome	SP Strategic Plan

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PRC	<p><i>Training</i> →</p>			<ul style="list-style-type: none"> • PRs to PRC week of Oct. 27 • PRs assigned to members for evaluation 		<p>Dec. 15: PR Evals completed</p> <p>Dec. 23: PR Evals to originator</p>		<p>Begin review & recap of PR Cycle</p>	<ul style="list-style-type: none"> • Begin Document and Handbook revisions • Training begins 	<p>Cycle development with IEC</p>	<p><i>Training continues</i></p>	

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2014 Prioritized Budget Allocation Proposals

PRIORITY RANKING		BAP ID #	Dept	Resource Requested	Estimated Amount		Human Resource		Technology Resource	Facilities Resource	Equipment	Other Resource	Meets Funding Criteria	Funded
					One-Time Funding	Ongoing Funding	Faculty Position	Staff Position						
1	77	2014:28	Library	ILS Software	46,000	22,000			X				3	X
2	75	2014:27	Library	Staff: Reinstate PT		Unknown		X					4	
3	73	2014:13	IMMT	Faculty: IMMT		100,000	X						2	
4	72	2014:05	CHLD	Faculty: CHLD		86,000	X						2/3	
5	71	2014:07	CHLD	Child Development DVDs	12,878							X		X
6	70	2014:14	MGMT	Faculty: MGMT		86,000	X						2/3	
6	70	2014:43	Basic Skills	Faculty: ACSK/READ		86,000	X						2/3	
8	69	2014:02	AUTO	AC Machine	7,000					X			1	X
8	69	2014:40	WELD	Welding Equipment	51,000					X			1	X
10	66	2014:01	ADJU	Faculty: ADJU		100,000	X						2	
10	66	2014:09	ENLG	Flex time for Adjunct faculty		1,000						X	3	
13	65	2014:10	HUMA	Professional Development	1,000							X	1/3	
14	62	2014:32	Tutorial Svcs	Staff: Reinstate PT to FT		Unknown		X						X
14	62	2014:38	WARE	Stipend: WARE 50 Revision	1,840							X		
16	61	2014:22	BusOff	Laserfiche	3,307				X				1	X
16	61	2014:23	BusOff	Staff: PT to FT		35,500		X					3/4	
18	60	2014:41	WKFC	Stipend: WKFC Coordinator		960						X	3/4	
19	59	2014:18	A&R/FA	Staff: Telephone		40,000		X					3/4	
19	59	2014:31	TCPC	Staff: 10 mo to 12 Mo		Unknown		X						
21	57	2014:29	VPSS	Faculty: EOPS Counselor		100,000	X						3	
21	57	2014:34	VPAS	Staff: Clerical Support for Admin Svcs		Unknown		X						
23	55	2014:30	VPSS	Staff: Clerical for Counseling Dept.		60,000		X					3/4	
24	52	2014:42	M & O	Staff: Reinstate Grounds		47,588		X					3/4	
25	50	2014:03	AUTO	Staff: PT Lab Tech		25,200		X					1	
25	50	2014:15	MGMT	Stipend: MGMT Coordinaoor		960							3/4	
27	47	2014:25	HRDO	Staff: Benefits Coordinator		80,000		X					4	
28	44	2014:24	HRDO	Funds: Staff Development		10,000						X	4	X
29	42	2014:26	HRDO	Staff: Admin. Support		80,000		X					4	
Funding Criteria: 1. One Time Funding 2. Supports Numerator 3. Supports Student Success 4. Other														
Funding Notes: 2. BAP #2014-24 - The \$10,000 will be split into four areas. Each VP will receive a \$2,500 increase to their budget for professional development.														



AGENDA

September 24, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
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1. Approve Agenda
2. Approve Minutes (09/10/14)
3. BAP Process Discussion (cont'd)
4. PRC Update
5. Institution Set Standards
6. Other



September 24, 2014 9:00 a.m. LRC Conference Room (L-4)						
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>	X	Sandi Thomas	<i>Management</i>	
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>	
	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>	
X	Tresse White	<i>ASG Representative</i>				X
						Rich Johnston <i>President, AS (Advisory)</i>
						George Walters <i>VPAS (Advisory)</i>
						Stephen Eaton <i>VPAA (Advisory)</i>
						Jayne Sanchez <i>Recorder</i>

Call to Order: 9:00 a.m.	
1. Approve Agenda	Approved
Midterm Report Update was added to the agenda after PRC Update. Agenda approved as amended.	
2. Approve Minutes (9/10/14)	Approved
Minutes were approved as submitted.	
3. BAP Process Discussion (cont'd)	Discussion
<p>The committee reviewed the process by which the BAPs will be reviewed and scored:</p> <ul style="list-style-type: none"> • each BAP will be scored by 5 committee reviewers; • BAPs and prioritization lists will be separated into categories for technology requests, human resource requests, and other requests; • assignments for scoring will not be random, but will assure that each BAP has appropriate variety and constituency representation; • the committee as a whole will review and discuss each BAP prior to scoring; • C. Yuan will check with Dr. DiThomas regarding BAPs received without completion of the Administrative Use section. 	
4. PRC Update	Information/Discussion
The chair of the Program Review Committee (PRC) is now vacant with the re-assignment of K. Young to Student Success Manager. Following brief discussion, P. Shreve will become the chair of PRC. The committee will schedule meetings as soon as applicable representatives are appointed.	
5. Midterm Report Update	Information
S. Eaton provided a brief update on the progress of the Midterm Report, which is due to the ACCJC by March 15, 2015.	
6. Institution Set Standards	Information/Approval
C. Yuan gave a presentation regarding the mandate for Institution Set Standards. He explained the methodology used to set the standards, and showed BCC's current status for each. Motion made (N. Olson, S. Eaton) to approve the process used to determine the standards; all in favor.	
Adjourn: 9:50 a.m.	

INSTITUTION SET STANDARDS

Office of Institutional Effectiveness

BACKGROUND

ACCJC requires standards in five areas:

1. Student Course Completion Rate (Item 14b)
2. Student Retention Percentage (Item 15b)
3. Student Degree Completion Rate/Count (Item 16b)
4. Student Transfer Rate/Count (Item 17b)
5. Student Certificate Completion Rate/Count (Item 18b)

BACKGROUND

There are two main schools of thought among Colleges

- Along the center
- Minimum acceptable standard

PRINCIPLES

1. Iterative Standards
2. Revision of Methodology
3. Institutional Quality
4. Performance Evaluation
5. Student Achievement
6. Accreditation Mandate

METHODOLOGY

95% confidence intervals for **proportions**

Five-year average headcount as the denominator.

Lower limits are used as the minimum acceptable standards.

Mean $\bar{X} = \frac{\sum X_i}{n}$

Standard Error or SE = $\sqrt{\frac{p(1-p)}{n}}$

p is the five-year mean proportion, and n is the sample size

Lower Limit of 95% CI = $p - 2SE$.

INSTITUTION SET STANDARD FOR STUDENT COURSE COMPLETION RATE (ITEM 14B)

Course Completion	Sections	Rate	SD	Rate(%)	-0.5 SE(%)	-1.0 SE(%)	-1.5 SE(%)	-2.0 SE(%)
Five-Year Average	2717	0.71803	0.00353261	71.8028	71.6262	71.4495	71.2729	71.0963
2008-09	578	0.74665	0.00721286	74.665	74.3043	73.9437	73.583	73.2224
2009-10	555	0.7073	0.00746567	70.7304	70.3571	69.9838	69.6105	69.2372
2010-11	548	0.67615	0.00818276	67.615	67.2058	66.7967	66.3876	65.9784
2011-12	523	0.70866	0.00838728	70.8656	70.4462	70.0268	69.6075	69.1881
2012-13	513	0.75167	0.00785362	75.1672	74.7745	74.3818	73.9892	73.5965

INSTITUTION SET STANDARD FOR STUDENT RETENTION PERCENTAGE (ITEM 15B)

Course Completion	Sections	Rate	SD	Rate(%)	-0.5 SE(%)	-1.0 SE(%)	-1.5 SE(%)	-2.0 SE(%)
Five-Year Average	2744	0.84426	0.00261865	84.4255	84.2946	84.1637	84.0327	83.9018
2008-09	582	0.84674	0.00549567	84.6735	84.3988	84.124	83.8492	83.5744
2009-10	560	0.83314	0.00551093	83.3136	83.0381	82.7625	82.487	82.2114
2010-11	555	0.8341	0.00610365	83.4097	83.1045	82.7993	82.4941	82.1889
2011-12	528	0.8524	0.00615608	85.2402	84.9324	84.6246	84.3168	84.009
2012-13	519	0.85605	0.00599334	85.6047	85.3051	85.0054	84.7057	84.4061

INSTITUTION SET STANDARD FOR STUDENT DEGREE COMPLETION RATE/COUNT (ITEM 16B)

Degrees Conferred	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Associate in Arts for Transfer (A.A.-T) Degree					3
Associate of Science (A.S.) degree	189	176	177	171	103
Associate of Arts (A.A.) degree	130	154	160	174	138
Total Degrees	319	330	337	345	244

Degrees Conferred	Five-Year Average	95% CI Lower Limit
Associate in Arts for Transfer (A.A.-T) Degree	3	
Associate of Science (A.S.) degree	163.2	
Associate of Arts (A.A.) degree	151.2	
Total Degrees	315	4.72% 278.07

INSTITUTION SET STANDARD FOR STUDENT TRANSFER RATE/COUNT

(ITEM 17B)

Transfer Volume	2008-2009		2009-2010		2010-2011		2011-2012		2012-2013	
	HC	Xfers								
	6,310	201	7,744	229	5,253	233	5,020	210	5,152	193

Transfer Volume	Five-Year Average		95% CI Lower Limit	
	Headcount	Transfers	(Five-Year Std)	(for 2012-13)
	5,895.8	213.2	3.13%	184.53

INSTITUTION SET STANDARD FOR STUDENT CERTIFICATE COMPLETION RATE/COUNT (ITEM 18B)

Certificates Awarded	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Certificate requiring 30 to < 60 semester units				7	
Certificate requiring 18 to < 30 semester units		18	14	13	10
Certificate requiring 6 to < 18 semester units			6		
Total Certificates	0	18	27	13	10

Certificates Awarded	Five-Year Average	95% CI Lower Limit
Certificate requiring 30 to < 60 semester units	7	
Certificate requiring 18 to < 30 semester units	13.75	
Certificate requiring 6 to < 18 semester units	6	
Total Certificates	13.6	0.11%
		6.49

SUMMARY

	Institution Set Standard	Performance 2012-13	Result
Student Course Completion Rate (Item 14b)	71.0963%	75.1672%	Standard Met
Student Retention Percentage (Item 15b)	83.9018%	85.6047%	Standard Met
Student Degree Completion Rate/Count (Item 16b)	278.07	244	Standard Not Met
Student Transfer Rate/Count (Item 17b)	184.53	193	Standard Met
Student Certificate Completion Rate/Count (Item 18b)	6.49	10	Standard Met



AGENDA

October 22, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (9/24/14)
3. PRC Update (Shreve)
4. 2015 BAPs Update (Eaton)
5. BAP Rubric: Review of Elements and Criteria
6. Other



October 22, 2014 9:00 a.m. LRC Conference Room (L-4)						
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>		Sandi Thomas	<i>Management</i>	X Rich Johnston <i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>	George Walters <i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X Stephen Eaton <i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>	
	Tresse White	<i>ASG Representative</i>				X Jayne Sanchez <i>Recorder</i>

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
Agenda was approved as presented.	
2. Approve Minutes 9/24/14)	Approved
Minutes were approved as submitted.	
3. PRC Update (P. Shreve)	Information
The Program Review Committee (PRC) will have its initial organizational meeting today. Joann Garcia will be the new management member of the committee. The intent is to review the timeline and the evaluation rubric, and to assign PRs for evaluation.	
4. 2015 BAPs Update	Information/Discussion
<p>Currently only 9 BAPs have been submitted, which is one quarter of last year's total.</p> <p>S. Eaton reviewed last year's list of BAPs, and the funding update from the Business & Finance Committee (B & F). Many of the previous year's BAPs have been funded, either through B & F, or by other means.</p> <p>Additional BAPs are in progress and submission is expected soon. The plan is for each BAP to be scored by five reviewers; however, if the total number remains small, this may be revised.</p>	
5. BAP Rubric: Review of Elements and Criteria	Discussion
<p>C. Yuan reviewed the rubric elements and the scoring criteria.</p> <p>He reminded the group that the BAPs would first go to the applicable committee for informational input prior to IEC scoring. Discussion followed regarding BAPs for personnel. As there is no applicable committee, the BAPs will be forwarded to the Human Resources department for review and input.</p>	
6. Other: Technology Replacement Schedule	Discussion
<p>Discussion developed regarding the technology replacement schedule and its effect on requests for computer and printer replacement. Some departments may not submitted a BAP for a computer (for example) if they believe it is in cycle for replacement.</p> <p>Question was raised regarding funding source for technology replacements on cycle: does the funding come from the ITS department or from the receiving department? The committee also questioned how best to use the Technology Plan as a reference when evaluating the BAPs.</p> <p>M. Bohnsack advised that the current replacement cycle is from 5–8 years, and the funding is from individual departments. The Technology Committee is in the process of updating the Technology Plan and estimated completion is July, 2015.</p>	
Adjourn: 9:52 a.m.	



AGENDA

November 5, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (10/22/14)
3. 2014–15 BAP Status Update
4. BAP Process: Committee Input (Formal Briefing)
5. BAP Reviewer Selection
6. Other



November 5, 2014 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>	X	Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>		Morgan Bohnsack	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>			
X	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
The agenda was approved as presented.	
2. Approve Minutes (10/22/14)	Approved
Minutes were amended to correct minor reference errors and approved as amended.	
3. 2014–15 BAP Update	Information/Discussion
<p>The tentative list of BAPs as of 11/5/14 was briefly reviewed with the committee, with the indication that a few pending requests have not yet been received and are not included in the list.</p> <p>Question was raised regarding the restricted/non-restricted status of some requests, and the pertinence of that information to the evaluation and scoring of the request. The Vice Presidents will indicate the funding source and budget code, as well as restricted status of the request.</p> <p>Discussion held concerning the opportunity for committee members/reviewers to seek additional information regarding a particular request. Assigned BAPs and accompanying Program Reviews will be distributed to reviewers and initial questions can be brought to the December 3 meeting. Should questions remain, there will be an opportunity in early January to seek additional information prior to final scoring and ranking.</p>	
4. BAP Process: Committee Input	Discussion
Discussion held regarding the role of external committee/department input into the evaluation process. The intent is to send BAPs requesting facilities, technology and human resources to appropriate sources to solicit information that may be of significance to the IEC in the scoring and ranking of requests. That input will be available NLT December 5 and will be included with the information forwarded to reviewers.	
5. BAP Reviewer Selection	Discussion/Carried forward
Random drawing held to assign five reviewers for each BAP. Any additional BAPs submitted will use the same method for reviewer assignment. Some adjustments may be made to ensure members are not assigned to review a BAP submitted by their own department as well as to balance the assignment load. Final assignments will be distributed at the next meeting.	
Adjourn: 10:08	



AGENDA

November 19, 2014

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
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- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (11/05/14)
3. Reviewer Assignments, BAP Distribution, Timeline
4. Scoring Rubrics: Process and Demo
5. BAP Summaries
6. Other



November 19, 2014 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	(CHAIR) Dean, RD&P	X	Sandi Thomas	Management	X	Rich Johnston	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Morgan Bohnsack	Management		George Walters	VPAS (Advisory)
X	Nance Nunes-Gill	SLO Coordinator	X	Dayleen Hubby	Classified	X	Stephen Eaton	VPAA (Advisory)
	Kyri Freeman	Academic Senate	X	Nancy Olson	Classified			
X	Tresse White	ASG Representative				X	Jayne Sanchez	Recorder

Call to Order: 9:00 a.m.	
1. Approve Agenda	Amended
Agenda was amended to include: Update on Midterm Report (Eaton). Agenda was approved as amended.	
2. Approve Minutes (11/05/14)	Approved
Minutes were approved as submitted.	
3. Update on Midterm Report (Eaton)	Information
<p>S. Eaton provided a thorough update regarding the status of the Accreditation Midterm Report. Section 5 of the report describes the college’s continuing response to the visiting team recommendations. After working with the various departments, he created a sample recommendation response and shared it with the group to illustrate the proposed structure: 1) text of the recommendation itself; 2) background; 3) sustainability; 4) next steps. The draft of Section 5 will be distributed for review and input shortly.</p> <p>Section 6 will report on the progress made regarding the self-identified improvement plans (formerly referred to as planning agendas) from the 2012 Self-Evaluation. After meeting with the departments, preparation is progressing on Section 6. Mr. Eaton distributed the first two pages and conferred with the group regarding the structural format of the section. He proposed addressing the improvement plans grouped by standard rather than listed individually, as this method will serve to alleviate redundancy and consolidate information for readability. The committee indicated it was comfortable with this structure.</p>	
4. Reviewer Assignments, BAP Distribution, Timeline	Information/Discussion
<ul style="list-style-type: none"> The finalized list of BAP Reviewer Assignments was distributed to members. J. Sanchez advised that the reviewer packets consisting of assigned BAPs and corresponding program reviews (PRs) would be made available on the “I” drive rather than distributed via email due to the large file size. C. Yuan reviewed the timeline for BAP evaluation and submission of scoring rubrics. Discussion followed to clarify the point in the process where the reviewers would consider the external input from departments/committees regarding facilities, human resources and technology BAPs. Consensus reached to evaluate the BAPs individually, with support from the PRs; final evaluation and ranking by the committee will include external information provided. 	
5. Scoring Rubrics: Process and Demo	Information
Brief demo provided on use of the scoring rubric portfolio. Additional information will be discussed at the next meeting.	
6. BAP Summaries	Carried Forward
This item carried forward to the next meeting.	
7. Other	
S. Eaton advised that IEC was charged with evaluating current goals and recommending new goals, if applicable. This review will take place next spring.	
Adjourn: 10:10 a.m.	



AGENDA

December 3, 2014

9:00 a.m.

Admin. Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (11/19/14)
3. IEC Spring Projects:
 - a. Strategic Priorities Update
 - b. Strategic Planning Process: Committee Evaluations
4. BAP Review (Carried Forward)
5. Other



December 3, 2014 9:00 a.m. Admin. Conference Room (A-11)								
X	Carl Yuan	(CHAIR) Dean, RD&P	X	Sandi Thomas	Management	Rich Johnston	President, AS (Advisory)	
X	Penny Shreve	Dean of Instruction	X	Morgan Bohnsack	Management	George Walters	VPAS (Advisory)	
X	Nance Nunes-Gill	SLO Coordinator	X	Dayleen Hubby	Classified	X	Stephen Eaton	VPAA (Advisory)
X	Kyri Freeman	Academic Senate		Nancy Olson	Classified			
	Tresse White	ASG Representative				X	Jayne Sanchez	Recorder

Call to Order: 9:00 a.m.																																		
1. Approve Agenda	Approved																																	
Agenda was approved as presented.																																		
2. Approve Minutes (11/19/14)	Approved																																	
Minutes were approved as submitted.																																		
3. IEC Spring Projects	Discussion																																	
<p>a) Strategic Priorities Update: The update of the current (2011–2015) Strategic Priorities was discussed, and the following project timeline determined:</p> <table border="1"> <tr> <td>1.</td> <td>Review of current document with updated status input by overall committee; determination of areas needing additional research and/or information.</td> <td>January <i>(special meeting)</i></td> </tr> <tr> <td>2.</td> <td>Draft of updated document for IEC review</td> <td>January</td> </tr> <tr> <td>3.</td> <td>Cabinet/Council</td> <td>February</td> </tr> <tr> <td>4.</td> <td>All-College</td> <td>March</td> </tr> </table> <p>b) Strategic Planning Process (SPP) Evaluation: The committee reviewed the process for the SPP evaluation, and established the following timeline:</p> <table border="1"> <tr> <td>1.</td> <td>Review of Survey Form and Questions</td> <td>January</td> </tr> <tr> <td>2.</td> <td>Surveys distributed to strategic planning committee members</td> <td>2/2/15</td> </tr> <tr> <td>3.</td> <td>Analysis of results</td> <td>End of February</td> </tr> <tr> <td>4.</td> <td>IEC discussion and finalization of responses and analysis</td> <td>1st of March</td> </tr> <tr> <td>5.</td> <td>Final results to committees</td> <td>April</td> </tr> <tr> <td>6.</td> <td>Committee response and “close the loop” minutes to IEC</td> <td>May</td> </tr> <tr> <td>7.</td> <td>Distribute finalized document to college</td> <td>May</td> </tr> </table>		1.	Review of current document with updated status input by overall committee; determination of areas needing additional research and/or information.	January <i>(special meeting)</i>	2.	Draft of updated document for IEC review	January	3.	Cabinet/Council	February	4.	All-College	March	1.	Review of Survey Form and Questions	January	2.	Surveys distributed to strategic planning committee members	2/2/15	3.	Analysis of results	End of February	4.	IEC discussion and finalization of responses and analysis	1 st of March	5.	Final results to committees	April	6.	Committee response and “close the loop” minutes to IEC	May	7.	Distribute finalized document to college	May
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5.	Final results to committees	April																																
6.	Committee response and “close the loop” minutes to IEC	May																																
7.	Distribute finalized document to college	May																																
4. BAP Review	Discussion																																	
<ul style="list-style-type: none"> The BAP summaries were briefly reviewed by the committee and preliminary questions discussed. The Academic Senate will meeting on December 4 and will forward their ranking for faculty hiring priorities. Members were reminded to be aware of specific BAP areas that had been presented exceptionally well; the committee would like to use these as models and reference for future training and documentation. 																																		
Adjourn: 10:10 a.m.																																		



AGENDA

January 14, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
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- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (12/03/14)
3. Midterm Report Update (Eaton)
4. Special Meeting: Strategic Priorities Update
5. Strategic Planning Process (SPP) Evaluation: Review Survey
6. Strategic Priorities Retreat
7. BAP Status/Update
8. Other



January 14, 2015 9:00 a.m. LRC Conference Room (L-4)						
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>		Sandi Thomas	<i>Management</i>	
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>	
X	Nance Nunes-Gill	<i>SLO Coordinator</i>		Dayleen Hubby	<i>Classified</i>	X
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>	
	Tresse White	<i>ASG Representative</i>				X
						Jayne Sanchez
						<i>Recorder</i>

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
The agenda was approved as presented.	
2. Approve Minutes (12/03/14)	Approved
The minutes were approved as submitted.	
3. Midterm Report Update (Eaton)	Information
<p>S. Eaton informed the committee that the Midterm Report was in the “White Draft” phase. Section 5 of the report, which addresses the college’s response to the 2012 recommendations, is nearly complete, only requiring some polishing of the language and the inclusion of some specific details regarding committee meetings and plan updates.</p> <p>Section 6 reports on the progress made regarding the self-identified improvement plans (formerly planning agendas) from the 2012 Institutional Self-Evaluation. To minimize the redundancy of the information, these planning agendas are being grouped into themes within specific standards for response, rather than listing and addressing each individually.</p> <p>Mr. Eaton expects to send the draft to the committee for review by the end of January.</p>	
4. Special Meeting: Strategic Priorities Update	Information
C. Yuan reminded the committee of the plan to update the Strategic Priorities for 2015. He has scheduled a special IEC meeting next week, January 21, to complete this project and encouraged all members to attend and participate in this process.	
5. Strategic Planning Process (SPP) Evaluation: Review Survey	Discussion
The committee reviewed the survey used last year for the Strategic Planning Process evaluations. After discussion, several minor changes and/or additions were made. C. Yuan will send the proposed survey to committee members for approval prior to distribution to committees.	
6. Strategic Priorities Retreat	Discussion
As part of the strategic planning process, the IEC will host an “open retreat” for the college community to participate in developing new strategic priorities and accompanying supporting goals. After reviewing the calendar, the committee determined the date of March 6 for the retreat. Dr. DiThomas will attend the next IEC meeting to provide some insight and guidance for the process.	
7. BAP Status/Update	Information
The committee was reminded that completed BAP rubrics are due NLT January 28.	
Adjourn: 9:50 a.m.	



SPECIAL MEETING

January 21, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
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- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. 2011–2015 Strategic Priorities: Update for 2015
3. Other



SPECIAL MEETING
January 21, 2015
9:00 a.m.
LRC Conference Room (L-4)

X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>	X	Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>	X	George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>		Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>			
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:00a.m.	
1. Approve Agenda	Approved
Agenda was approved as presented.	
2. 2011–2015 Strategic Priorities: Update for 2015	Discussion
<p>The committee reviewed the Strategic Priorities, the supporting goals, and the activities to achieve the goals.</p> <p>Discussion was held regarding each element of the “plan” to determine the status, and notation regarding that status was recorded.</p> <p>The finalized updated report will be distributed to the committee.</p>	
Adjourn: 10:00 a.m.	



AGENDA

January 28, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
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- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes **(01/14/15)**
3. Midterm Report Update: Eaton
4. BAP Status Update
5. SPP Evaluation Status Update
6. Strategic Priorities Retreat
7. Other



January 28, 2015 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>	X	Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>	X	James Lee	<i>Guest</i>
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:00	
1. Approve Agenda	Approved
Agenda was approved as presented.	
2. Approve Minutes (01/14/15)	Approved
The minutes were approved as submitted.	
3. Midterm Report Update (Eaton)	Information
Mr. Eaton updated the committee on the status of the Midterm Report: The report has reached the “Red Draft” stage and be presented this afternoon to the President’s Shared Governance Council. He will email the report to the IEC and the PSGC for information, including a deadline for any last minute edits and/or input. The report will go to the Academic Senate for approval next week.	
4. BAP Status Update	Information
Almost all BAP scores have been submitted; the remaining scores are expected soon. Next meeting will include the final scores and the initial ranking, a question/discussion period, and the committee’s decision on final ranking.	
5. SPP Evaluation: Status Update	Information
The questions for the survey have been approved and the surveys are being prepared. Notification will go out later this week, with a reminder two weeks after. The IEC will review the results and send with recommendations to the committee chairs; the expectation is to receive reports from committees back before the end of the school year.	
6. Strategic Priorities Retreat	Discussion
Dr. DiThomas joined the meeting to provide background information regarding the Strategic Priorities Retreat, which is scheduled for March 27, from noon to 5:00 p.m. The intent is to come out of the retreat with new strategic priorities, along with supporting goals and activities for achieving the goals. The process will be modeled on one used at a recent meeting attended by Dr. DiThomas and Mr. Eaton. The attendees will be divided into smaller groups, which will be facilitated by IEC and Leadership Academy members. Once the initial priorities have been determined, attendees will choose which priority they will work on to help determine goals and activities. Additional information will be provided as it is available.	
7. Other: SLOAC and PRC Report Out	Information
SLOAC: Nance Nunes-Gill reported that the regular meetings for February and March have been rescheduled to January 30 and February 20, due to other scheduling issues. The meetings will be two hours each and will be structured as workshops for the purpose of revising the current SLOAC handbook to be a more current, friendlier tool. PRC: Penny Shreve reported that the PRC has finished evaluating the program reviews submitted last fall. The evaluations will be sent to PR originators, along with a feedback survey to solicit information directly from users regarding the process. The information will be incorporated into the handbook revision and this year’s training.	
Adjourn: 10:00 a.m.	



AGENDA

February 11, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. BAP Ranking
3. Strategic Planning Retreat
4. Other



February 11, 2015 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>		Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>	X	Megan Freeland	<i>Guest</i>
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
Agenda was approved as presented.	
2. BAP Ranking	Discussion
<p>The committee reviewed the final BAP scores and the preliminary ranking by category, as well as the comments and input provided by the Technology Committee, the human resources department, and administrative services.</p> <p>Initial discussion followed regarding the ranking to be sent forward to the Business & Finance Committee. This discussion was tabled until later in the meeting.</p>	
3. Strategic Planning Retreat (DiThomas)	Information
<p>Dr. DiThomas spoke to the committee regarding the upcoming Strategic Planning Retreat, scheduled for March 27. The expectation for the day is for the attendees to participate in 1) determining the strategic priorities, and 2) setting goals and activities to reach the goals, for each priority. Those materials will then come back to the IEC for final polishing before becoming part of the new Strategic Plan.</p> <p>Dr. DiThomas has arranged for a trainer to come to BCC to provide instruction in small group facilitation. A special IEC meeting will be scheduled for March 4, 9:00 – 11:00 a.m. for that purpose.</p>	
4. Continuation: BAP Ranking	Discussion
<p>1) Faculty: recruitment has already begun for two of the instructors listed—ADJU and MGMT. These two will be removed from the BAP list going forward.</p> <p>2) Staff: the committee discussed the rank and scores of the staff BAPs. Motion was made to move the request for H-07 (Instructional Lab Assistant) from #5 to #3. VOTE: 3 in favor; 4 opposed; motion does not carry. Further discussion determined the final list sent to B & F will include IEC comments regarding the rankings. Comments regarding staff requests will indicate the strong need for ALL of the staffing requests, especially the re-filling of previously eliminated positions, and positions servicing students. Mr. Eaton will provide remarks for the staffing area.</p> <p>3) Technology: BAP #T-03, the request for PE measurement instruments, is moved to the “Other” category. Information provided indicated that BAP #T-04 (Internet upgrades for State St.) is in progress and nearing completion. The remaining requests, T-01, T-02, and T-05 will remain on the priority list.</p> <p>4) Other: Discussion held regarding F-01 (Electrical upgrade at State St.); motion made to move F-01 to the #1 priority. Vote was unanimous, in favor of the motion. Mr. Eaton requested that items T-03 (PE measurement instruments) and G-04 (pH probes) be sent to him for possible funding with existing monies.</p>	
Adjourn: 10:30 a.m.	



AGENDA

February 25, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
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- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (01/28/15)
3. PRC and SLOAC Report Out
4. CCSSE
5. Final BAP Ranking (Draft)
6. SPP Results
7. Strategic Planning Retreat (Dr. DiThomas)
8. Other



February 25, 2015 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>	X	Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>	X	George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>	X	Megan Freeland	<i>Guest</i>
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:02 a.m.	
1. Approve Agenda	Approved
Agenda was amended to include the approval of the January 21, 2015 minutes. Agenda was approved as amended.	
2. Approve Minutes (January 21, 2015; January 28, 2015)	Approved
The minutes were approved as submitted.	
3. PRC and SLOAC Report Out	Information
<p>1) PRC: P. Shreve reported that the PRC is developing minor revisions to the form; these revisions having more to do with presentation than with content. The update information will be moved to the end of the form, and consist of only a few questions. The “in-progress” form was presented at the All Division meeting. The PRC is also looking at last year’s PRs to determine “superstar examples” for each area of the PR. These will be used as models and for training.</p> <p>2) SLOAC: N. Nunes-Gill reported that SLOAC is revising its handbook for currency and clarity. The last meeting, held February 20, was very productive and encouraging, as members broke into small groups to work on sections of the handbook. Next meeting scheduled for April 10.</p>	
4. CCSSE	Information
C. Yuan gave a brief overview of the Community College Survey Student Engagement (CCSSE), indicating that members would have the opportunity to administer the survey. A list of the CCSSE-designated course sections was provided and members signed up for survey administration in specific classes. It was noted that a few of the listed classes ended March 13, and those would need to be done very soon.	
5. Final BAP Ranking (Draft)	
<ul style="list-style-type: none"> The draft of final BAP ranking was reviewed with the committee. Additional comments will be added regarding the staff BAPs prior to forwarding the list to the Business & Finance Committee. The IEC will compile a report of “BAP General Observations & Trends” to send to the President’s Cabinet for consideration. To facilitate preparation of this report, C. Yuan will distribute a form to members for input regarding trends and observations. 	
6. SPP Results	Information
The results of the Strategic Planning Process (SPP) surveys for committee evaluations were distributed to members. The IEC will provide comments to the committees along with the survey results. Members were asked to sign up to review three committees and include comments regarding the evaluation. A form, and accompanying committee information, will be sent to members for this purpose.	
7. Strategic Planning Retreat (DiThomas)	Information
<p>Dr. DiThomas spoke to the committee regarding the upcoming Strategic Planning Retreat scheduled for March 27. A training session will be held March 4, 9:00 to 11:00 a.m. for IEC and Leadership Academy members. The retreat facilitator will provide additional training at 11:00 a.m. on the day of the retreat.</p> <p>After the initial general information session, the retreat will consist of two breakout sessions: the first to identify the new strategic priorities; the second to determine the goals in support of the priorities, the activities to reach those goals, and the appropriate existing committee to assume leadership of that area.</p> <p>The materials created from the retreat activities will be passed on to the appropriate committee for completion, then to the IEC for compilation into the final Strategic Plan document.</p>	
Adjourn: 10:00 a.m.	



AGENDA

March 11, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (*February 11, 2015; February 25, 2015*)
3. IEC General Observations & Trends
4. SPP Committee Evaluations
5. Strategic Planning
6. Other



March 11, 2015 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>	X	Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>		Morgan Bohnsack	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>			
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
The agenda was approved as presented.	
2. Approve Minutes (February 11, 2015; February 25, 2015)	Approved
The minutes were approved as submitted.	
3. IEC General Observations & Trends	Discussion
<p>Discussion held regarding observations and trends noted by members as they reviewed and evaluated the Budget Allocation Proposals. Some issues discussed were:</p> <ul style="list-style-type: none"> Budget information not completed on the BAP; if this information is <i>not</i> required, we should consider removing it from the form. Appropriate outcomes data not included; training is needed campus-wide to make it easier for end users to get data. Some requests had been already been funded with existing monies; perhaps these could have been screened out earlier in the process. <p>Members were reminded to complete the brief form re General Observations & Trends so the information can be compiled into a report for submission to the Cabinet.</p>	
4. SPP Committee Evaluations	Discussion
<ul style="list-style-type: none"> Members were reminded to submit their brief analyses of the SPP results for assigned committees. Discussion followed regarding some common elements noted by IEC evaluators. Specifically, there were concerns noted about committee members' comfort level with regard to discussing issues openly and honestly, and members putting aside personal agendas. The committee also discussed various options for increasing the response rate in upcoming cycles without sacrificing respondents' anonymity. 	
5. Strategic Planning	Discussion
<p>The committee reviewed the packet originally proposed for use at the Strategic Planning Retreat. With the intent of streamlining the packet, members were asked to consider which information was <i>most</i> important to have available for retreat attendees' reference, and to use as an aid in determining strategic priorities, goals and activities.</p> <p>The following elements were recommended for inclusion:</p> <ul style="list-style-type: none"> Parameters for Strategic Priorities CCC Guiding Framework: Mission, Vision, Values BCC Guiding Framework: Mission, Vision, Values Current BCC Strategic Priorities BCC Challenges, including data <p>In addition, it was recommended to include an "expanded agenda," which contains a brief description of each item.</p>	
Adjourn: 10:05 a.m.	



AGENDA

March 25, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (3/11/15)
3. PRC and SLOAC Report Out
4. BAP General Observations Report
5. SPP Committee Reports
6. Strategic Planning Retreat
7. Other



March 25, 2015 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>		Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>		Morgan Bohnsack	<i>Management</i>		George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>	X	Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>		Nancy Olson	<i>Classified</i>	X	Megan Freeland	<i>Guest</i>
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:05	
1. Approve Agenda	Approved
The agenda was approved as presented.	
2. Approve Minutes (3/11/15)	Approved
The minutes were approved as submitted.	
3. PRC and SLOAC Report Out	Information
<p>PRC: The committee has made some minor changes to the Instructional PR form; it is anticipated the revised form will be placed on the agenda for the Academic Senate meeting in April.</p> <p>SLOAC: The committee is in the process of revising the SLOAC Handbook for currency and clarity.</p> <p>Almost all SLO assessments were submitted for fall semester, with only a few outstanding. The first session of spring classes has finished, and those assessment reports are also beginning to arrive.</p>	
4. BAP General Observations Report	Discussion
The committee reviewed the compilation of comments regarding the BAP trends for this cycle. Discussion followed to clarify and refine the various issues that were identified. C. Yuan will prepare a draft version of the report and send to members for consideration.	
5. SPP: IEC Evaluations for Committees	Discussion
<p>The Strategic Planning Process evaluations, along with IEC review comments, were reviewed and discussed by the committee. Comments regarding lack of participation in the free text areas will be removed, along with others that may not be appropriate for these purposes.</p> <p>These evaluations are expected to be sent to the individual committees by April 1. Each committee will be requested to place this item on the next meeting agenda, and will be asked to submit the meeting minutes showing the discussion.</p> <p>Members suggested that subsequent SPP surveys should request completion of a text box for any score less than "3." This will provide additional information for analysis when scores are low.</p>	
6. Strategic Planning Retreat	Information
C. Yuan reminded members of the facilitator training scheduled for 11:00 on Friday, March 27. This will immediately precede the Strategic Planning Retreat.	
Adjourn: 9:55 a.m.	



AGENDA
April 15, 2015
9:00 a.m.
Classroom B-1

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes (03/25/15)
3. 2015–16 Task Timetable
4. Core Competency Review (Shreve)
5. Strategic Priorities (Dr. DiThomas)
6. Other



SPECIAL MEETING April 15, 2015 9:00 a.m. Classroom B-1							
X	Carl Yuan	(CHAIR) Dean, RD&P		Sandi Thomas	Management	X Rich Johnston	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction		Morgan Bohnsack	Management	George Walters	VPAS (Advisory)
	Nance Nunes-Gill	SLO Coordinator		Dayleen Hubby	Classified	X Stephen Eaton	VPAA (Advisory)
X	Kyri Freeman	Academic Senate	X	Nancy Olson	Classified		
	Tresse White	ASG Representative				X Jayne Sanchez	Recorder

Call to Order: 9:09 a.m.	
1. Approve Agenda	Approved
The agenda was approved as presented.	
2. Approve Minutes (3/25/15)	Approved
The minutes were approved as submitted.	
3. 2015–16 Task Timetable	Discussion
The committee reviewed the “task timetable” for submission of program reviews and processing BAPs. After discussion, it was determined to move the initial PR submission date to later in the month of October. This will still allow sufficient time for IEC processing, while providing additional two weeks for originators’ completion of the PRs.	
4. Core Competency Review (Shreve)	Discussion
P. Shreve suggested a review of the “BCC Core Competencies,” which were initially created several years ago. The numerous options in the sub-areas under each competency make it difficult to accurately tie course-level outcomes (SLOs) to these institutional level outcomes (ILOs). After discussion, it was determined this project will be delegated to SLOAC for handling and reporting back to IEC.	
5. Strategic Priorities (Dr. DiThomas)	Information/Discussion/Carried forward
<ul style="list-style-type: none"> ▶ Dr. DiThomas explained the expectation for IEC’s initial phase of work with the material created at the Strategic Planning Retreat last month. The IEC will provide to the applicable committee(s): <ol style="list-style-type: none"> 1) The well-defined “Strategic Priority” 2) Notes to committee created as a result of IEC discussion: “We noted the following...” 3) A model of goals and activities to support a strategic priority for a non-educational organization 4) Directions to committee, including an instruction to provide specific information indicating “How will this be evaluated?” ▶ The group briefly discussed three of the proposed priorities, including the following queries: is this a “priority” or is it a “goal”; how should it best be stated; what might need to be added to fill this out; is there a possibility of some elements being combined with another proposed strategy? ▶ The discussion will continue at next week’s meeting. 	
Adjourn: 10:00 a.m.	



AGENDA

April 22, 2015

9:00 a.m.

LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
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- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

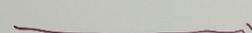
1. Approve Agenda
2. Approve Minutes **(04/15/15)**
3. PRC and SLOAC Report Out
4. SPP Results for IEC
5. Strategic Priorities
6. Other



April 22, 2015 9:00 a.m. LRC Conference Room (L-4)								
X	Carl Yuan	<i>(CHAIR) Dean, RD&P</i>		Sandi Thomas	<i>Management</i>	X	Rich Johnston	<i>President, AS (Advisory)</i>
X	Penny Shreve	<i>Dean of Instruction</i>	X	Morgan Bohnsack	<i>Management</i>	X	George Walters	<i>VPAS (Advisory)</i>
X	Nance Nunes-Gill	<i>SLO Coordinator</i>	X	Dayleen Hubby	<i>Classified</i>		Stephen Eaton	<i>VPAA (Advisory)</i>
X	Kyri Freeman	<i>Academic Senate</i>	X	Nancy Olson	<i>Classified</i>			
	Tresse White	<i>ASG Representative</i>				X	Jayne Sanchez	<i>Recorder</i>

Call to Order: 9:05 a.m.	
1. Approve Agenda	Approved
The agenda was approved as presented.	
2. Approve Minutes (4/15/22)	Approved
The minutes were approve as submitted.	
3. PRC and SLOAC Report Out	Information
<p>PRC: The PRC is reviewing the Non-Instructional PR form and has made some minor changes in presentation. The “Annual Update” has been moved to the end of the document and consists of only three parts: 1) questions re Outcomes Assessment, 2) an update of Goals and Objectives from the Action Plan, and 3) an opportunity for resource requests.</p> <p>The committee has identified Instructional “Superstars” for each PR section. These will be placed on the web and used as models to assist originators in PR preparation. “Superstars” for Non-Instructional PRs will follow shortly.</p> <p>SLOAC: The committee reviewed the SPP survey results and had good dialogue regarding ideas for improvement. The response regarding SPP will be finalized at the May 1 meeting.</p> <p>Work continues with the revision of the SLOAC Handbook, which is now divided into separate sections for assessment of Course Level, Program Level, and Non-Instructional Unit Outcomes.</p>	
4. SPP Results for IEC	Discussion
The committee reviewed the SPP survey scores and comments for IEC. C. Yuan indicated the high numerical scores are a reflection of members’ efforts, and he thanked everyone for their contributions and participation in the work of the IEC. Most comments were very positive and supportive of the committee. However, there is some indication that the reporting process for BAPs may need more definition and clarification, both within the committee and college-wide.	
5. Strategic Priorities	Discussion
<p>The committee was divided into groups to continue development of the priority statements. The following was reported out and discussed:</p> <p style="text-align: center;">Strategic Student Success Priorities</p> <ol style="list-style-type: none"> 1. Educational Success: Measurably improve student equity, completion and attainment of educational goals. 2. Fiscal Health: Sustain and nurture an environment that enhances the district’s long-term fiscal health. 3. Safety for All: Improve safety and security of all facets of the College community. 4. Campus culture: Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community. 5. Evidence-based decision-making: Enhance and nurture an evidence-based environment that supports the institution’s decision-making process. 6. Diverse and excellent workforce: Attract, develop and retain an excellent and diverse workforce. 7. Marketing and Outreach: Improve marketing, outreach, and access to our community so as to advance BCC’s image as the best small college in the high desert. <p>C. Yuan will send the results to the group via email for additional input and comment.</p>	
Adjourn: 10:05 a.m.	

Strategic Student Success Priorities

[1] ~~Student~~ Educational Success 
▷ marketing & Outreach (see #7)
Measurably improve student equity, completion, and  attainment of educ goals

[2] Fiscal Health
Sustain and nurture an environment that enhances the district's long term fiscal health

[3] Safety for all
Improve safety and security of all facets of the College Community.

[4] Improve campus culture 
Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and community!

[5] Evidence-based Decision-making 
Enhance and nurture ^{an} ~~an~~ ^{edu.} environment that supports the institution's decision making process

[6] Diverse & excellent workforce
Attract, develop and retain an excellent and diverse workforce

#7 Improve marketing, outreach, and access to our community so as to advance BCC's image as the best small college in the High Desert.