

College of the Canyons
Institutional Effectiveness and Inclusive Excellence (IE)²
Steering Committee

Agenda
May 8 2018
CHCS-201
3-5pm

From Dialogue to Action

1. Welcome and Introduction of New Members (Mike W. 5 minutes)
2. Wrap up activity from April meeting (20 minutes)
 - a. Please refer to meeting minutes for a summary of what the table groups came up with at the April 10th meeting.
 - b. Key takeaways from work group leads
3. Highlight of GP survey results – 35 minutes
 - a. Presentation of result highlights (15 minutes)
 - b. Table discussion of results (15 minutes)
 - c. Report out of key takeaways from tables (10 minutes)
4. Activity – Developing a Flowchart for First-Time Students (California Guided Pathways Institute #4). 60 minutes
 - a. This activity will record each step (focusing on non-special populations)...
 - i. From the student's first showing interest in your college...
 - ii. Through her/his/their pre-enrollment activities...
 - iii. Into and through the first semester of classes
 - iv. Ending in enrollment for the second term
 - b. Guiding questions
 - i. Contact points with students prior to enrolling at the institution – What information is provided? When? Through what modality (online, in-person, both)?
 - ii. Detailed steps of the intake process including initial advising, placement, orientation and schedule development
 - iii. Steps whereby students learn about career options, academic programs and transfer opportunities
 - iv. Academic and student services interventions during the first semester and the triggers for these interventions – Are they for all students? Students who are not making satisfactory progress? For successful students? Embedded in courses?
 - v. Process for schedule development for the second semester – When and how is this done? With what assistance (if any) from the college and by whom?
5. Closing remarks

The mission of the Institutional Effectiveness and Inclusive Excellence Steering Committee is to develop and articulate the institutional approach to fostering an equity-minded, learning-centered and inclusive community for all students, faculty and staff. To fulfill its mission the Institutional Effectiveness and Inclusive Excellence Steering Committee will facilitate streamlined processes, improved communication and improved collaboration through its regular, coordination meetings between student government, academic senate, student equity, S4S (basic skills), non-credit, student success and support program, and other groups as applicable (e.g., grant funded projects).

- a. Completion Exit Survey Distribution – May 9
- b. June retreat and work group leads pre-retreat – June 6
 - i. Work Group leads 10-11am (UCEN-222)
 - ii. (IE)² Retreat 11am-3pm (UCEN-258) – lunch will be provided. Faculty will be paid at the non-instructional rate.

Committee Materials now on Canvas

Next Meeting: Retreat (June 6) / Regularly scheduled meeting (September 11)

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