

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

Meeting Minutes
 February 13, 2018
 CHCS-201
 3-5pm

Team Member	Employee Category	Team Member	Employee Category
Alexa Dimakos	Full-Time Faculty	Justin Hunt	Classified Staff
Andy McCutcheon	Dean	Kari Soffa	Director/Manager
Catherine Parker	Classified Staff	Keri Aaver	Director/Manager
Cindy Stephens	Full-Time Faculty	Larry Schallert	Director/Manager
Daylene Meuschke	Dean	Mark Garcia	Director/Manager
Denee Pescarmona	Dean	Mary Bates	Full-Time Faculty
Dora Lozano	Full-Time Faculty	Micah Young	Dean
Erika Torgeson	Full-Time Faculty	Michael Monsour	Classified Staff
Erin Delaney	Full-Time Faculty	Michael Wilding	Administrator
Frederick Bobola	Classified Staff	Nadia Monosov	Full-Time Faculty
Gina Thompson	Classified Staff	Omar Torres	Administrator
Gohar Srapyan	Adjunct Faculty	Paul Wickline	Dean
Harriet Happel	Director/Manager	Pola Pardon	Classified Staff
Jace Trinidad	Student	Preeta Saxena	Classified Staff
Jasmine Ruys	Dean	Rebecca Eikey	Full-Time Faculty
Jeff Forrest	Administrator	Sab Matsumoto	Full-Time Faculty
Jennifer Godzsak	Adjunct Faculty	Steve Erwin	Director/Manager
Jia-Yi Cheng-Levine	Dean	Svetlana Onthank	Full-Time Faculty
Jim Temple	Administrator	Vida Manzo	Classified Staff
John Makevich	Director/Manager	Wendy Brill-Wynkoop	Full-Time Faculty
John Milburn	Director/Manager		

1. Welcome and Introduction of New Members (Mike W. 5 minutes)
2. Housekeeping items (Daylene 5 minutes)
 - a. Requests sent to project managers for Equity funded projects
 - b. Update on Discipline Specific PD Requests
3. ACCJC Institution-Set Standards and IEPI Indicators data and goals: Overview and Timeline (Daylene 5 minutes)
 - a. Note that the goals will go to Academic Senate for two readings (April 26 and May 24), College Planning Team (April and May), Classified Senate (April and May), and then the Board of Trustees (June 13).

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4. Updates
 - a. California Guided Pathways Demonstration Project: Institute 3 (Denee and friends 10 minutes)
 - i. “The lightbulb wasn’t created off of the candlestick”
 - ii. There’s no idea that should be kept silent. Bring it to the (IE)² group.
 - iii. Unrealistic goal of transfer—there’s a need to look at transfer through the lens of equity
 - iv. Transfer also has to include apprenticeship
 - v. We have to educate to competencies
 - vi. The focus has been on mapping and meta-majors.
 - vii. Biases were revealed in the institute towards transfer. There was a lack of perspective for the value of 2-year degrees and certificates. The CCC is here for students to upskill. People leading institutes are not expert in career education.
 - viii. As we put our maps together, how do we include future transfer and career education pathways?
 - ix. IEPI workshops – February 12, March 5 and April 3. Conversation was focused on where we are and need to do. (IE)² has positioned us well for the CCCCO 18-month work plan. The seven work groups will be entered into the plan. As work group products are complete, new work groups can start. Heavy lifting will take place over the next 12 months.
 - b. Update on Flex week Guided Pathways activities (Denee, Rebecca, and Jasmine 5 minutes)
 - c. Other –
 - i. SLO coordinators working on mapping SLOs to courses and programs.
 - ii. Erin has developed templates.
5. Report out from Canyons Completes work group leads on meeting dates and goals for Spring 2018 (10 minutes per work group).
 - a. Early Alert
 - i. Work plan in Canvas
 - ii. Two preliminary meetings (same agenda) to get input
 - iii. Survey sent to RP Group listserv, CCC deans listserv and ACAD (nationwide deans listserv) to get input on Early Alert systems
 - b. Equity-Minded Practitioners
 - i. Drafted definition of equity-minded
 - ii. Dr. Tyrone Howard’s workshop was an excellent speaker during Flex week.
 - iii. Upcoming goals
 1. *Identify structural inequalities in all forms (policies, practices, barriers, hiring, welcome/silence)*
 2. *Identify anti-equity language*
 3. *Identify how we can support the other Canyons Completes work groups*
 4. *Identify dissemination plan – Cindy will submit proposal for spring flex and invite students (include Equity Walk)*

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- iv. Classified Professional Development Day (Tuesday, April 3) – “Collaborating for Staff Success and Equity”. Veronica Neal is coming to lead the group on an Equity Walk (Creating a Call-In Culture)
- v. Meetings 3rd Wednesday from 1:30-3pm
- c. Noncredit and Continuing Education
 - i. First and Third Thursdays from 1-2pm in Canyons-211
 - ii. Plan is focused around business plan
 - iii. Goal is to enhance noncredit and continuing education programs
 - iv. To date 12 or 13 noncredit course proposals.
 - v. Helping students transition into college or into the workplace.
 - vi. Noncredit is a comfortable and easy pathway to start on. How can we use noncredit as an onramp?
 - vii. We need to identify partnerships with the community.
- d. Communication to Students
 - i. Handout (get copy)
 - ii. Meet 4th Thursday of each month at 9am.
 - iii. Focused on notifications to students.
 - iv. This group rolled up from Title V grant requirements.
 - v. Prototype of template developed for folks who want to send a communication to students.
 - vi. 13 different notifications developed.
 - vii. Looking at when it’s appropriate to broad announcements in Canvas
 - viii. Student Pathways survey has questions built in to find out how students want to receive information.
 - ix. Building notifications into MAP.
 - x. Sierra College hired a communications specialist (increase from 20 to 80% of students reading emails)
- e. Career Exploration
 - i. Sent faculty and campus-wide survey to find out what is happening on campus.
 - ii. COC has 1 career counselor and 8 career coaches in the high schools.
 - iii. Identified four areas
 - 1. Increasing Career Serving staff
 - 2. Career Exploration: Strategic Awareness Campaign for Faculty and Students
 - 3. Develop career related content for all programs (beyond CE)
 - 4. 5th-12th grade Outreach Program
 - iv. Alisha facilitated a career exploration in an English class. She is now considering developing a quick guide for faculty to know how to invite a career counselor into their class.
 - v. Meetings: 2/20, 3/20, 4/17, 5/15 (CHCS-201 3-4:30pm)
- f. Peer Check-In
 - i. 2nd Tuesday of each Month (3-4pm in CHCS-211)
 - ii. Peer Advisors (funded by SSSP)

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1. Piloted two activities: Phone calls to students in Academic Difficulty (211 calls for spring 2018) and Classroom presentations (MAP in 8 classrooms – 212 students)
 - iii. MAP Pop-Up labs
- g. Curricular Mapping and Meta-Majors
 - i. December and February CAGP institutes provided direction for the group.
 - ii. Maybe majors and degrees can fall into more than one meta-major areas
 - iii. Which comes first? Maps or meta-majors? We want to honor the work of the mapping that was done a few years ago.
 - iv. Every Thursday for right now 1:30-3pm in BONH-241. This week's meeting will focus on the Guiding Principles for doing the mapping work.
6. Closing remarks
 - a. Omar – 2/3 of students are part-time
 - b. We need to communicate the length of time based on number of units students plan to take.

Committee Materials now on Canvas

Next Meeting: March 13, 2018

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