

Tuesday, January 25, 2022

1:00 p.m. - 3:00 p.m.

Via ZOOM



Institutional Integrity Committee Minutes

Co-Chairs: Daniel Berumen (M), Danielle Fouquette (F) – Acting **Members:** Alexander Brown (M), Michael Gieck (C), Juan Pablo Gonzalez (F), David Grossman (M), Karen Markley (F)

Student Representative: Rene Atanous (S), Rayaam Mamoon (S)

Guests: None.

Recorder: Emma Hangué (C)

Members Absent: Nick Arman (M)

C = Classified; F = Faculty, M = Manager, S = Student

HOUSEKEEPING

Meeting time of order: 1:07pm

1. Welcome

2. Introductions

3. Agenda

- a. No Changes.

4. Meeting Notes

- a. Change section F in Old Business Notes to say “**suggestions**” (NOT recommendations)
- b. Approval of November 23rd Meeting Minutes (Fouquette/Gonzalez/U)

5. Public Comments

- a. None.

6. Announcements

- a. None.

OLD BUSINESS

1. Membership & Recruitment

- a. Daniel Berumen engaged the committee in a discussion on how we can encourage and recruit more members to the IIC. The Management Representative roster slots have all been filled. We still need 2 more Classified Staff representatives. The committee also needs about 3 more Faculty Senate Representatives.

IIC: The Institutional Integrity Committee regularly evaluates and makes recommendations on the College’s policies, processes, practices, procedures, and publications in order to ensure the integrity and effectiveness of the College’s planning and decision-making process and its alignment with the College’s mission.

2. Planning for College Mission Update

- a. Part of the IIC Mission is to regularly evaluate and make recommendations on the college's practices and procedures, and part of that includes the College's Mission Statement, Values, and Goals. The committee's recommendation to PAC was to task the IIC with the process. Faculty Senate, Associated Students, PAC all approved. The committee feels it's necessary to revise the college Mission Statement to include the campus's commitment to being an anti-racist institution. Due to the Covid-19 pandemic, there are limited ways in which people can be congregated together in person in order to get ideas. However, there were some virtual options that the committee discussed that will allow the campus to hold some virtual forums if we cannot meet in person. One suggestion also included possibly sending out an online survey to campus staff and faculty to get their input and their thoughts on revising the campus Mission Statement to include our institution's commitment to anti-racism. We will continue to discuss some more ideas at our next meeting in order to brainstorm ways in which we can get as many voices heard regarding suggestions for the revised campus Mission Statement.

3. Program Review Document Analysis: Planning & Discussion

- a. The IIC has also been tasked with reviewing the college's processes when it comes to Program Review. The College is currently piloting a new system called the Instructional Success Team. These teams consist of faculty and Classified Staff that have been designated to support programs in order to assist as a resource to improve the success of the program. There will be one team per each division. One task the team is going to do is review the program reviews and provide feedback based on what they're seeing. They will specifically look at selected sections, including sections 3.0-3.3, 4.3, 4.4, 6.1, and 6.2

NEW BUSINESS

1. Institution-Set Standards: Cosmetology Exam Rates & Job Earnings Data

- a. We've gone through most of the Institution-set standards. Institution-set standards are the minimum level of performance set internally to meet educational quality. Only one program at our college has a State Licensing Examination (SLE). The Cosmetology program is the only program that utilizes this system. The standard is 80%. Only 75% of our students passed the written examination in 2020-2021. Slightly less students took the exam in 2021, possibly due to the pandemic.

2. Institutional Research Calendar Proposal

- a. Daniel discussed about a possible Research Calendar Agenda for the campus. Something similar was done at Santa Monica college and it was helpful because it built awareness on campus for the research department and their future goals. It is proposed that the IIC possibly publish a public IIC calendar/agenda for the campus. The committee will work on the next steps.

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OTHER TOPICS FOR DISCUSSION

1. Membership & Recruiting
2. Schedule Change Discussions
3. Mission Statement Updates
4. Program Review
5. Cosmetology Job Earnings Data

The meeting adjourned at 3:02.m.

NEXT MEETING: Tuesday, February 8, 2022 @ 1pm (Via Zoom)

Agenda and Minutes: Gilbert Contreras, Jean Foster, Nitzya Hamblet, Rodrigo Garcia, Melisa McLellan, Elaine Lipiz Gonzalez, Sharon Kelly, José Ramón Núñez, Emma Hangué, Joe Carrithers, Nick Arman

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