

Tuesday, February 8, 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), Karen Markley (F), Jeanette Rodriguez (F)

Student Representative: Rayaam Mamoon (S)

Guests: None.

Recorder: Emma Hangué (C)

Members Absent: David Grossman (M),

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

HOUSEKEEPING

Meeting time of order: 1:04pm

1. Welcome

2. Introductions

3. Agenda

- a. Changed the first order of business. “Program Review Evaluation Template”

4. Meeting Notes

- a. Approval of January 25th Meeting Minutes (Brown/Gonzalez/U)

5. Public Comments

- a. None.

6. Announcements

- a. Welcome new IIC member, Jeanette Rodriguez (Faculty Member, Communication Studies Department)

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. We are still short 2 Classified Staff representatives. The committee also needs about 2 more Faculty Senate Representatives. We will go through shared governance (Associated Students, Classified Senate, PAC, etc) to get more members to the committee.

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2. Future Schedule Update

- a. The group discussed a possible change of schedules for the IIC committee to meet in order to try to entice (or make it easier for) other members to join the committee. Unfortunately, most other slots are pretty full with other committee meetings. Daniel then shared the suggestion of possibly a hybrid type of schedule in the next academic year.
 - i. For example, having a standing meeting once a month, and a floating meeting (on an as-needed basis) for the second meeting of the month. Almost resembling how the PBSC committee handles their meetings.
 - ii. A once-a-month meeting, with independent work from each member outside of meeting times might be easier for most people, especially if they have conflicting obligations.
 - iii. This suggestion will be taken to PAC.

3. Discussion of Mission Refresh Timeline

- a. The IIC discussed a possible timeline for refreshing the campus Mission statement.
- b. The suggestion is to delay this process until the fall semester, which would be beneficial for many reasons:
 - i. More than likely we will have more staff, faculty and students in-person on campus.
 - ii. We could possibly use in-person convocation in the fall to include other members of the campus into the discussion. Many on the committee feel that this is too important of a change to not be together to get this task done. So while the work will be delayed, many agree that the opportunity to do this on campus with a wider group of people is a good trade-off.
- c. The committee has unanimous support to delay the work on the Mission statement in order to ensure that as many people as possible are included in the discussion.

NEW BUSINESS

1. Program Review Evaluation Template

- a. Daniel and Danielle both shared the Program Review Note-Taking Template. The group reviewed the program review for the Fashion Program. It's important to remind people that the committee is not judging the program. The main goal is to see if the Program Review process and the questions asked in general are **effective**.
- b. **Section 3.1 (Students)**
 - i. The program identifies their students as typically aged 25 and older, 73% female, and 59% Latinx.
 - ii. 61% of students have transferring to a 4-year University as their educational goal.
 - iii. The program has a higher percentage of LGBTQ+ students than the campus overall.
 - iv. **Observations & Suggestions for the PRPC:** The program seems to know who their students are, and the data is useful. They are highlighting things in the table

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– is that the idea? Should there be synthesis? Details related to students who have financial need could be included. What are the program’s main thoughts about who the students are?

c. **Section 3.2 (Student Achievement & Equity)**

- i. It’s important to note that course completion (2019 – 2020) has taken a bit of a dip due to the Covid-19 pandemic since 2020.
- ii. The program highlights where the department sees gaps. Factors causing gaps were not identified beyond Covid-19. Everyone was affected by Covid-19, but some were affected more than others.
- iii. “Some people came back”.
- iv. Not a lot of universities have the fashion program, so many students are limited in their transfer opportunities.
- v. **Observations & Suggestions for the PRPC:** The metric that they’re using to discuss the gap or identify the gap could be clarified in Appendix A. Currently it’s not exactly clear what they are implying with regards to the gap.
 1. Include knowledge from faculty based on their knowledge of the specific students.
 2. Some feel that perhaps it is the way the questions are asked, so it doesn’t always clarify that the responder is supposed to give reasons for why the drops in course completion or equity gaps exist in the first place. The question(s) could be modified to include more details.
 3. Perhaps the questions need to be modified to draw out more of an explanation about the data.
 4. Narrative approach to supplement data. The format of program review might impact what is provided.
- d. The group will individually add their template responses after reviewing the 4 different programs and inputting notes in the Program Review template. IIC members will send in their responses to Emma for consolidation.

2. Group Review of Randomly-Selected Department Review Document

- a. Daniel shared with the committee the list of divisions and departments that the IIC will be reviewing.

Division	Department	Reviewer	Reviewer 2	Student Reviewer
Business	Business Management	JP	Alex	
Counseling	Counseling & Guidance	Danielle		
Fine Arts	Arts	Jeanette	David	
Humanities	English as a Second Language	Alex	Daniel	
Library	Library/Learning Resources	Daniel		

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Division	Department	Reviewer	Reviewer 2	Student Reviewer
Math & Computer Sciences	Mathematics	Danielle	Daniel	Rayaan
Natural Science	Health Science	JP	Danielle	
Physical Education	Physical Education	Mike	Karen	
Social Science	Sociology	Jeanette	David	
Tech & Engineering	Architecture	Mike	Karen	

- b. Our next **February 22nd** IIC meeting will simply be an **OPTIONAL** work session meeting for those who want to log into Zoom and have questions regarding program review tasks.

OTHER TOPICS FOR DISCUSSION

1. None

The meeting adjourned at 2:40p.m.

NEXT MEETING: Tuesday, February 22, 2022 @ 1pm (Via Zoom) – Optional Work Session Meeting
Agenda and Minutes: Gilbert Contreras, Jean Foster, Nitzya Hamblet, Rodrigo Garcia, Melisa McLellan, Elaine Lipiz Gonzalez, Rachel Roschel, José Ramón Núñez, Emma Hangué, Joe Carrithers, Nick Arman