Institutional Integrity Committee Notes

Co-chair: Daniel Berumen

Members Present:
Aline Gregorio
David Grossman
Jeanette Rodriguez
JP Gonzalez
Kesha Shadwick
Michael Gieck
Roman P. de Jesus
Voting Members not present:
Nick Arman
Alexander Brown

Agenda

1. **Mission and Functions**
    a. A review of the mission and functions and a few changes that were implemented last year.
        i. Slight modifications were made in the language that implied that the committee could review all documentation.
    b. The committee Co-chair was stated as Daniel Berumen
    c. The committee was asked about a faculty co-chair. The topic will be placed on the agenda for the next meeting
        i. Committee members were asked to give their feedback regarding a two-year co-chair term and to contact Daniel with questions or concerns.
2. **Member Terms**
    a. The committee was updated on their terms serving on the IIC.
    b. IIC needs 3 Classified Reps.
        i. Michael Gieck and Kesha Shadwick have been updated to serve on the committee.
    c. Daniel will meet with Associated Students to discuss adding student representatives to the IIC.

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3. **IIC Summer Work Project**
   a. Last year the IIC received a recommendation from the Accreditation Steering Committee:
      i. It was conveyed that the IIC should coordinate meetings between the Program Review and the Planning Budget Steering Committee.
      ii. . ASC recommended coordination to improve the transparency and the process of recourse allocation in the college.
      iii. ASC would like to move forward with the mission being more aligned with how we allocate resources.
      iv. **3 Recommendations from the ASC:**
         1. Better alignment with the college mission and planning.
         2. Guidelines for transparency.
         3. Criteria for prioritizing budget requests.
   b. **The summer workgroup met on August 7th and 8th 2023**
      i. Committee reps volunteered: Elected faculty, IIC, PRP, ASC, PBSC, and OIE.
      ii. The summer workgroup brainstormed a general framework of the first draft for those ASC recommendations.
      iii. 3 people were assigned to write up the draft which included: Daniel Berumen (IIC) Bridget Kominek (PRP) and Josh Ashenmiller (ASC)
      iv. The draft is currently being developed and their internal deadline is Thursday, September 21, 2023.
      v. Daniel Berumen will send the finalized draft to IIC members.
      vi. Bridget will send it to the members of the Program Review Committee.
      vii. Daniel will place the draft on the next agenda for feedback and thoughts.
      viii. It was mentioned the timeline for the implementation of the proposal that will roll out this fall and end 2025-2026.
      ix. **Draft Discussion**
         1. Aline Gregorio asked when the committee will receive the draft (the deadline is September 22 and will be emailed to committee members)
         2. Jeanette Rodriguez had a concern regarding the timeline; The timeline is tight for the Faculty Senate and proposed a

presentation in the fall that explains the ongoing work. Would like to debrief to Faculty Senate.

3. Aline added the Senate precedent, anti-racism task force recommendation which was approved by the Senate (Daniel will try to integrate that into the proposal)

4. Aline thanked everyone for their participation in writing the draft and who contributed to the summer group.

5. Ramon de Jesus asked if the committee could gather some historical history on program review resource requests, and institutional memory. Concluded that the committee could review this in order not to repeat any prior mistakes; the request is to make sure that program reviews and resource requests are kept separate when they are implemented and stay effective.

4. **Annual Program Review Update**
   a. The IIC reviews the annual program yearly.
   b. The Instructional Annual Program template was shown; The form has been shared with Deans and possibly chairs.
   c. <u>**3 parts include:**</u>
      i. Review of Institutional set of standards and ISLOs.
      ii. Additional resource request with reasoning and support.
   d. Daniel conveyed to the committee that the program review data will be reviewed by the IIC and give feedback to the campus.
   e. **Suggestions from the committee members**:
      i. Should the data be part of a 4 years study?

5. **Calendar Activities**
   a. **IIC has compiled some items that are up for review.**
   b. **Suggestions from the committee members:**
      i. A suggestion would be to discuss the data, live enrollment, and implement a live data dashboard.
      ii. Review the district fall enrollment data from Fullerton and Cypress College.
      iii. Suggestion regarding an enrollment management suite of the dashboard and proposed to set a meeting and invite the coordinator regarding data points.
      iv. All were in favor of obtaining input from the Campus Collaborations Committee with what the scheduling concerns are.

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    v. Daniel will share the Integrated Planning Manual with PAC; a list of items was compiled and added to the manual: goals, values, committees, campus collaborations, strategic enrollment, and management retention.

  vi. Students received a $100 book voucher: This will be placed on the agenda at a subsequent meeting.

        1. A Committee member asked if there was any data from Cypress College (No data was currently available according to Daniel)

Meeting Adjourned
2:07 p.m.