

GEMQ

3:00pm – 5:00pm September 26, 2022

Via Zoom:

<https://rccd-edu.zoom.us/j/84661182159?pwd=RERRMjI0S2hTRU5LM1pLRDVTNjdhZz09>

	Members	Liaisons/Admin./Staff/Guests
	Casandra Greene, Academic Affairs	
X	Wendy McEwen, I.E.	
X	Wendy McKeen, Chemistry	
	ASRCC student	
x	Jennifer Bielman, Business Services	
x	John Byun, Fine and Performing Arts	
	James Cheney, Physics	
X	Jennifer Corr, Business	
	Kris Flowers, Outreach	
x	Joannie Gibbons-Anderson	
X	Bryn Glover, I.E. Grants	
	Branden Hansen, A&R	
x	Rebecca Kessler, CTE, Cosmetology	
x	Tommy Korn, World Language, ASL	
x	Michael Love, Counseling	
x	Stephanie Lowry, Nursing	
X	Louie McCarthy, I.T.	
x	Brandon Owashi, Institutional Research	
x	Virginia White, Life Science	

1. Call to order – 3:02pm
2. Approval of Agenda – M/S/C (J. Bielman/T. Korn)
3. Approval of Minutes (May 2022) (J. Corr/W. McEwen) V. White - Abstain
4. Share Equity Best Practices and Suggestions for Improvement
 - o W. McKeen gave an example of if students have trouble buying ebooks, contact the publisher and sometimes they will give free access to students in need
 - o One member heard that Teaching and Learning LC decides on program review prioritization order together and how to vote instead of voting separately. GEMQ members hadn't heard that but will ask. It could be that they are just encouraging voting as a department instead of individually
 - o Voting is by division not department
 - o V. White shared she gives small writing assignments, look at the exam and comments see how well they did. Writing assignment is how they prepared for the exam and what did you do to prepare
 - o W. McEwen suggested reflective surveys, what is the goal, what major, what course are you moving to next
5. Old Business
 - a. VP Plans
 - o To find the plans on the RCC website go to About / Program Review. Reviews were supposed to be posted by Aug. 26th didn't make the deadline but were posted on Aug. 29th 2022. This is a huge improvement from last year. The Program Review Committee retreat in January helped support the departments and up to the Deans to get it done.
 - o Plans are posted with summary and actual plan. Will be sending out an email with the voting piece
 - o Early November is actual voting, have a month to ask questions. If you want more information go to Nuventive plans
 - o Rank 1-19 initiatives, 11 faculty requests. Survey will go directly to your email. Will include a cheat sheet to use

- W. McEwen went over the cheat sheet. Do not fill out this form and return it to Wendy McEwen. Fill out the Microsoft forms survey
- Question on safety-based initiatives. Is that part of someone's department budget or is it being prioritized. Recommend that if it is a safety concern share it with your Dean to bring it up with the VP. This is a huge cost and still being looked at. W. McEwen will follow up.
- All VP's have list of initiatives, are they ranked by their preference? Yes, they are.
- What process did the VP use, chairs get together with division Deans? Are all discipline requests included? Department to Dean, then up to VPs. The Program Review Committee has recognized this is a gap and is working to improve this communication.
- Where is the feedback loop from the VP, Dean, Division? There isn't a formalized process, make sure to review your Deans program review to see if anything is missing.
- Question whether we represent our department or division. How do we give feedback without stepping on department chair toes?
- The President has the final decision with initiatives – the LCs recommend but ultimately it is the President who has the final decision.

b. Prioritization Process Next Steps

- i. REMINDER – GEMQ LC members are voting members this year
 - Now we are all voting members, historically we did not vote, just observe the process and assess but now pleaded to EPOC to be able to vote
- ii. NEXT MEETING will be reviewing the VP Plans in preparation for voting
 - Review on Oct 24th and meet to vote on Oct 28th
 - Return MS Form surveys by October 26th
 - We will review together to be better prepared to vote
 - VP prioritization first and faculty prioritization will be second
 - Encourage everyone to complete the prioritization, should be done by October 26th
Voting is the first pass then live discussion

C. Faculty Prioritization Worksheet Update

- Held a flex day activity to talk about data, qualitative piece not just quantitative piece
- Only change was to full to part time ratio pivot table live data
- Suggestions on how to enhance the worksheet, added language
- W. McEwen went over the worksheet in more detail, it is a work in progress suggestions are welcomed

6. New Business

- 2022-2023 Goal Setting
 - i. LC Responsibilities <https://www.rcc.edu/about/strategic-planning/gemq.html>
 - What do we want to accomplish this year? trying to get away from report outs
 - Are we reviewing or updating the mission, vision, values? No – this is done as part of the 5 year strategic planning cycle (unless there is a substantial change that warrants it) and will be reviewed again in 2024-2025 as part of that cycle.
 - Identifying goals for this year will help us to focus on more than accreditation
 - If goals are identified, in Spring we can create an assessment, send to leadership councils and give feedback on how the processes / goals for the LC's went
 - Legal changes to ed code, will change articulation agreements, find a common general pattern for students
 - M. Love reported counseling is currently working on this from a counseling perspective, students are coming to us for their plans
 - Possible goal - Student achievement is aligned with state changes.
 - Move institution forward last two bullets under operational
 - Last bullet: support the work that the classified professionals are doing, touches on the communication piece. Evaluate communication, can we evaluate it through our students and employee groups.

- W. McEwen went over the strategic planning report card
 - This is an annual product produced by the IE Office
 - Work to get input from others but is difficult
 - Possible to review / update / streamline so that it is a more useful and readable product
 - Serves as evidence for accreditation as well as a document to show the college's progress on strategic planning

After the discussion, the three goals for GEMQ LC 2022-2023:

- Coordinate the review and evaluation of the program review and plan template and process
- Review progress on assessment goals and activities at the course, program, degree and institutional levels, evaluate college performance related to student achievement; and recommend actions toward improvement
- Coordinate the review and evaluation of college planning structures, processes, and operations with a specific focus on communication and improvement in communication strategies

7. Committee Reports (as time allows)
ASRCC (representative)

Student Equity (representative)

- Reviewing the student equity plan, broke into workgroups, more inquiry on the plan, collecting more voices
- Can we gather information from students why they drop? No. We've repeatedly requested that this be programmed into WebAdvisor / Colleague. It's an IT issue they don't have the manpower to do it.
- On going discussion on why students drop

Guided Pathways (representative)

- Still looking for a coordinator to fill the position.

Program Review Committee (Virginia White)

- Discussed timelines around prioritization
- Spent time on the feedback loop and how to get information back to the department
- Helped the department write program review
- Will hold a retreat in winter, more training for folks new to the process

Assessment Committee (Wendy McEwen)

- Faculty from Norco came demonstrate how they are using canvas for assessment. It is a dual system – assessment in Canvas and in Nuventive.
- Pilot at Norco, wait for the bugs to work out before making a final decision to implement with RCC.
- Made progress on the PLO assessment, beginning GE cycle

Report from EPOC (Wendy McKeen/Cassandra Greene)

- Encouraged the other council chairs to set goals, at the end of the year we will assess our goals
- W. McEwen went over the NCAA survey
- I. Moore presented on student equity plan, will bring back for first read
- K. Di Memmo went over the strategic enrollment management plan
- Talked about emergency planning will be working on an emergency plan to get out information to everyone
- K. DiMemmo went over Fall 2022 prioritization

Methods and Metrics (Brandon Owashi)

- Focus on new student equity plan, structure inquiry process and equity gaps. Tackling all five metrics,

- what data do we have, if we have gaps how to support that data
- David Lee is part of the team with a lot of institutional knowledge

Governance Committee (representative)

8. Open Forum

9. Adjourn

Minutes submitted by Melinda Miles