

Institutional Analysis Leadership Team Minutes

Members:

Sharon Lalla-VP of Academics, Debbie Trujillo-Asst. to the President, Denise Gibson-IR, Vidal Martinez- Vocations, Henrietta Maestas-Registrar, Wanda Martinez-Mora Satellite, Erin Gilland-Faculty Senate Chair

The purpose of the Institutional Analysis leadership team is to address accreditation issues and ensure that internal and external reports are aligned with the strategic planning of Luna Community College. The team is comprised of members from Student Services, IR, faculty, and the VP of Academics.

Strategic Plan

Directive 1: Deliver Quality Education for Student Success Direction

- o Goal 1: Provide quality, accessible, and affordable education.*
- o Goal 2: Develop and implement training programs for College faculty and staff.*
- o Goal 3: Provide students with opportunities to achieve educational goals.*
- o Goal 4: Provide a variety of programs that meet stakeholder needs in an efficient and effective delivery method.*

Directive 2: Student Persistence, Retention, and Completion Direction

- o Goal 5: LCC will focus on College readiness by working with its community partners.*
- o Goal 6: Increase retention rates for all students.*
- o Goal 7: Increase the number of students completing degrees and certificates.*

Directive 3: Create Effective Communication Structures

- o Goal 8: Increase regional leadership through partnerships and educational opportunities.*

Goal 9: Institutionalize methods to ensure effective communication.

Goals of this Leadership Team

- Produce short and long-term strategies for data collection and analyses
- Provide guidance and direction for Accreditation issues
- Review internal reporting to ensure that data meets strategic directives
- Review external reporting to ensure that data meets strategic directives
- Conduct analyses of data
- Communicate results to the public (e.g., website, news)

The IR shall perform the following:

- Collect and analyze data for internal and external reporting
- Create reports and submit to the Institutional Analysis Leadership Team prior to release of such data. At minimum, reports must be approved by the VP of Academics.
- Provide a timeline for data reporting for annual scheduling of team meetings
- Other duties as needed

April 19, 2017

HLC 2017 Planning Committee Meeting Wednesday,
April 19 2017 - 3:00 p.m.

Present: Donna Flores-Medina, Wanda Martinez, Dr. Sharon Lalla and Mary Duran (note taker).

Agenda

--Discussion of Financial Distress Designation--HLC Visit

--Concern about spending more time doing busy work for auditors; Sharon explained the financial designation impact and the sudden visit in June

--The following documents were provided: Criteria for Accreditation & Higher Learning Commission (HLC) Assumed Practices. Criteria and assumed practices descriptions are available for pick up from Mary Duran

--The following criterion and assumed practices were marked and assigned to the following individuals: Criteria for Accreditation:

2.A. – possibly assigned to Debbie Trujillo (processes/ procedures in place & how they are followed).

2.C. – Sheryl Yara

5.A. – Donna Flores-Medina

5.A.1 Fiscal – Donna Flores-Medina, Human Resources-Carolyn Chavez, Physical – Mathew Cordova, & Technological Infrastructure Denise Montoya (IT)

5.A.2. - Donna Flores-Medina and Sharon Lalla

5.A.3 - Sharon Lalla

5.A.4 - Carolyn Chavez and Sharon Lalla

5.A.5. - Donna Flores Medina

5.B. 1 - Donna Flores Medina – Sub / Sheryl Yara

5.B.2 & 3. - Erin Gilland HLC Assumed Practices

A.1 & 2. - Michael Montoya & Henrietta Maestas

D.6. - Carolyn Chavez Additional Information

1. Wanda will be reviewing the content of the HLC self-study report to see if the content is fairly represented.
2. Mary will work with IT to make sure all links are fixed in the HLC self-study report.
3. The HLC self-study has been shared through GoogleDocs with everyone on this list.
4. Mary will update the Luna introduction (based on the last self-study report). Deadlines

· The HLC draft report is due on May 12, 2017

· Meeting once a week (suggested date Monday, April 24, time tbd).

· Editing period, May 13-20

· Submission date: May 20th.

HLC Visit: June 26 and 27

Today (March 19) is the date the LCC HLC Planning Committee begins – The group will meet once a week

- it will meet three times before the final draft is due. The tentative meeting days are set for Monday – TBA.

Data Collection

An IT support ticket has been sent to IT to set up a Z-Drive for all HLC Planning members as a shared / reporting file for all involved to input and see other areas that are input.

Dr. Lalla will provide subfolders in the Z-Drive per HLC criteria. One template document file will be in each subfolder for each author to write a statement about why evidence is in the subfolder. Author will link the evidence to the language in the template document.

February 3, 2017

Attendance: Henrietta Maestas, Sharon Lalla, Denise Gibson, Jessica

McGee Agenda

- HLC Status
 - Site visit 2019 which means we are okay and will want to work on figuring out what kinds of reports we need to collect annually and on a regular basis
 - We will start collecting data and putting it into our yearly file (on BB for now)
 - We need help from faculty senate to determine program assessment plan
- Calendar of External Reporting was provided
 - eDear
 - IPeds
 - NMICC
 - HLC
 - CODA
 - ACBSP - handout
- Other Concerns
 - How do we can get more faculty to attend and contribute
- Next Meeting
 - TBD

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January 13, 2016

Attendance: Jessica (in place of Erin Gilland), Vidal, Sharon, Henrietta

- Review of third draft
- Need to think about evidence
- Sharon to provide communications overview and graphic for the beginning of the document by 1/18

- Reordering will follow the communications overview
- Department Strategic Plans across the institution (Student Division meets once a month; Academic meets once or twice a month)-Contact Debbie and Sharon for information. Show how it goes to Administration and back to Organizations
- Make comments to draft 3 and send to Vidal by 1/18
- Identify evidence (notes of meetings, reports,
- We need to follow through on persistence goals-what have we done? Put in one report as results; then what? Sharon to look into this.
- Where is presence of Curriculum Committee on website?
- Vocations and adult basic education; vocations and STEM need info.
- This team recommends that IA determine the exit survey as part of the team o What are current results of exit surveys? What is our baseline

Minutes February 3, 2017

- Dr. Lalla CTO 3:10
- Dr. shared a letter with E Gilland and D Gibson of LCC accreditation with a few monitoring report. With February response in 2017 will be revisited in 2019.
- Dr. Lalla distributed schedule of external reports.
- Explained that eDEAR is usually for Financial Aid.
- Ipedis is external and we have different information for this.
- Dr. Lalla shared a report that D Gibson provides numbers to.
- Dr. Lalla asked about the Ipedis - Denise to try to get report to Committee some are for funding and some are for report in order for the outside to view information on our College.
- April reporting was done by J Tiernan. Cannot find data from then; Denise having to recreate. Report due on February 15th and will share report with committee once she has done so.
- Dr. Lalla said we are just trying to see what goes out what is reported, how it is reported in order to get familiar with all reporting mechanisms.
- Explained the Master Reporting Calendar / Dates
- Distributed a ACBSP letter saying we are not transparent with our data. We need to share this.
- Explained the three purposes. The executive team is trying to see what are our most important goals, enrollment, strongest programs looking at data in different ways and Dr. Lalla to learned about the College and its strengths. ● Our enrollment increased by 8% over the end of Fall.

Next meeting - March 3rd, Friday.

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December 9, 2016

Membership Attendance: Sharon Lalla, Vidal Martinez, Erin Gilland, Wanda Martinez, Denise Gibson (Debbie Trujillo unavailable)

- Vidal presented the HLC Draft for February on Shared Governance
- We talked about draft and spots that needed attention; Vidal to talk with Erin re Faculty Senate, Mary to give purpose and function of 3 new committees to Vidal; Vidal to talk to Sequoia about Curriculum committee; Culture changes can be seen in Academic director meetings incl. Satellites-Sharon has notes re AD meetings; Debbie has notes re Director retreat; Tutoring committee also exists and maintains evidence
- 2018 - Assessment Requirements Goal
- Issue of Assessment and who drives it: Discussed mandates vs. contribution to solutions is a problem
- Sharon advised Faculty Senate that we asked FS to take on Assessment at the beginning of the semester; no word has yet to be received from faculty senate ● Issues are with communication
- Sharon will provide Vidal with an institutional communications plan
- Next steps, Vidal will send another draft by end of next week Dec 16th; we will review over email and send him comments (ccing everyone)
- Denise can opt out of upcoming team meetings where Feb HLC topic is the discussion

November 21, 2016

Attendance: Denise Gibson, Henrietta Maestas Registrar, Debbie Trujillo SS, Vidal HLC, Sharon, faculty absent

Agenda

1. Goals of IR Leadership Team
 - a. Discussed, add accreditation
2. Role of IR
 - a. Add a code for athletes in CARS (work with Registrar)
 - b. Create a schedule for Leadership review
3. Types of Reports
 - a. Denise to give us a list of all external reports
4. Meeting Times
 - a. Meet twice a month (Denise to attend once a month)
 - b. Meet once in Feb
5. Other

What we had before? Where are they?

What is being evaluated

- Enrollment Reports (Census Enrollments, First-timeFullTime)
- Factbooks
- National Reporting
- State Reporting
- Peers/Ranking

NMICC Performance Indicators 2015-2017. We need to think about reports

- Percent successful after 3 years
- Percent complete within 150% of time
- Percent placed in jobs in NM
- Percent of white students enrolled
- Percent of male graduates
- Number of enrolled in area health education center program
- Number enrolled in SBDC program
- Percent of programs with stable or increasing enrollment
- Percent persisting to following spring
- Percent placed in jobs or continuing education in NM