



**Institutional Effectiveness Committee (IEC)
MINUTES
October 27, 2025 – CI 159 and Zoom (hybrid)**

Committee Members:

Committee Co-Chairs:

Lan Hao..... P
Dan Volonte..... P

Management:

Simone Brown Thunder A
Jack Bechham A
Eric Calderon..... A
Jeremy Clark P
Claudette Dain..... A
Dana Hester P
Kim Orlijan..... P
Richard Rams..... A
Gerald Sequeira P
Ty Thomas P

Academic Senate President:

Lisa Villa P

Faculty:

Catie Besancon P
Becky Rudd P

Supervisor/Confidential:

Rosario Garcia..... P

Classified:

Jennifer Blackburn P
Yueyi Huang P
Trevor Tolliver..... P

ASCC:

Siqi Pan P

1. September 22, 2025 Meeting Minutes Review

The minutes were approved as presented.

2. Accreditation Update

There will be a local accreditation training in November. The training will delve into ways college staff can pinpoint specific places to show evidence thus to prove the college meets a standard. This organized way of presenting evidence shall make the visiting team's task easier.

The padlet exercise (see agenda item #3 below) has allowed IEC to gain a better understanding of each standard. Additionally, it documents the collective input of high-level, theoretical pieces of evidence according to the group's interpretation of the "review criteria" and "possible sources of evidence."

A suggested method of listing the best evidence is the use of a Smartsheet. This may be a better organizational tool. The Smartsheet will identify exact locations where very specific evidence is located.

The college will form an accreditation team. Not all members of this team will need to have expert knowledge of where to find evidence. They can still be effective contributors by knowing "who to ask" in order to obtain the more specific examples of evidence.

3. **ACCJC June 2023 Standards (continued discussion): Let's get to know them together**

Padlet URL: <https://tinyurl.com/4t8xds6j>. Standard 3.6 and forward.

The padlet prompts have been updated with the new ACCJC standard language according to the [June 2025 publication](#). The group resumed their discussion at standard 3.6.

Standard 3.6: The institution ensures the integrity and responsible use of its financial resources and regularly evaluates its fiscal outcomes and financial management practices to promote institutional mission fulfillment.

Suggested pieces of evidence are listed below. Note: Duplicated padlet entries are not included below.

- Program review, resource requests
- Annual budget forums: tentative, budgeted, proposed, and actual.
- Audit reports
 - During the recent on-campus ACCJC training, it was mentioned that while having “audit reports” is a good thing, it would be beneficial to show **how** financial resources are being used in pursuit of the college’s mission. The college took this approach during the 2021 accreditation visit.
 - There is a link at the end of the ISER where we can direct the visiting team to the college’s three most recent audit reports.
- Minutes from Financial Resources Committee
- Perkins and Strong Workforce quarterly reports
- BOT presentations
- AB 1705 funds?
- Any reports from the Foundation Office may apply
 - All accounting and reporting for the Foundation Office is now being managed by Fiscal Services
- Professional Learning funding tied to the strategic plan
- Vision Aligned Reporting

Standard 3.7: The institution ensures financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities and future obligations to ensure sustained fiscal stability. (ER 18)

All items listed under “possible sources of evidence...” have been and will continue to be used by Fiscal Services.

- Minutes from the Financial Resources Committee and budget forum
- EFMP
- BPs and APs
- Citizen Oversight, Bond performance audit
- Other Post-Employment Benefits (OPEB) reserves

Side note: The group was reminded that colleges will be held to accountable to the standards, not the review criteria. According to the ACCJC, the college is assumed to be accredited. We should consider highlighting impactful areas of innovation.

Standard 3.8: The institution constructs and maintains physical resources to support and sustain educational services and operational functions. The institution ensures safe and effective physical resources at all locations where it offers instruction, student services, and/or learning supports.

There are thousands of pages of citations showing the college meets the standard.

- Physical Resources Committee minutes
- Matching funds from state
- Bond Oversight Committee, Sustainability Committee [minutes]
- [Statewide] Awards
 - The college may be able to position itself for a commendation in this area.
- Checks and balances process [throughout the structural building process]
- EFMP revision

Standard 3.9: The institution implements, enhances, and secures its technology resources to support and sustain educational services and operational functions. The institution clearly communicates requirements for the safe and appropriate use of technology to students and employees and employs effective protocols for network and data security.

- BP 3720 – Computer and Network Use, and related APs aligned with this. Also CITC mission also aligns with this.
- Technology Plan
- Documentation of the college's TeCS team's response to recent security breach issues
- Cyber Security awareness training playlist in vision resource center. Consider having this training to be taken by all employees, similar to sexual harassment prevention training.
- Program reviews that address tech needs
- Technology items in the AIPs
- Technology Friday session on remote work tools and how to ensure employees are using technology safely, especially when working remotely. Session was facilitated on 3/28/25.
- Combat fraudulent students
 - The college may be able to position itself for a commendation in this area.
- Tech Help Center
- Documentation of the college's TeCS team's response to security breach issues.

Standard 3.10: The institution has appropriate strategies for risk management and has policies and procedures in place to implement contingency plans in the event of financial, environmental, or technological emergencies and other unforeseen circumstances.

- Policies or procedures for risk management.
- Records of self-insurance for health benefits, workers compensation, and unemployment
- Contingency plans for financial, environmental, technological, and other emergencies
 - The college's response from 2020 – 2022 (COVID) primarily for online instruction and Canvas.
 - Does the college have a procedure for debriefing after a campus shutdown or emergency?
- Emergency Command Center
- Emergency Preparedness Plan, drills
- Toilettes, water and granolas and Senate presentation
- EOC

Meeting adjourned.

Future meetings for 2025-26:

November 24, 2025

February 23, 2026

March 23, 2026

April 20, 2026

No meeting in May

June 1, 2026

Recording Secretary:

Jody Barrass, Administrative Secretary II, IRPE