



College of the Canyons  
Institutional Effectiveness and Inclusive Excellence (IE)<sup>2</sup>  
Steering Committee

Meeting Agenda-  
February 11, 2020  
Canyons Hall-201 | 3-4:50pm

**Zoom Access:**

<https://cccconfer.zoom.us/j/514081133>

Or Telephone:+1 669 900 6833 (US Toll)

Meeting ID: 514 081 133

For this meeting, we ask that all committee members visit the [Institutional Effectiveness and Inclusive Excellence](#) website to have all the information needed to come to the meeting feeling prepared. If you are new to the committee, the website will provide an overview of Canyons Completes and the work that has taken place. For additional information, please reach out to Daylene Meuschke, Jasmine Ruys, or Paul Wickline for one on one updates.

**Agenda:**

The **overarching goal** for this meeting is to review our working plan (a.k.a., Scale of Adoption) for the Canyons Completes work and get member input on a redesign proposal for our committee work.

**Theme:** Ensuring Committee Goals and Activities Align with the (IE)<sup>2</sup> and Canyons Completes Missions, College's Strategic Goals and Advance Efforts on our Scale of Adoption for Canyons Completes

1. **Welcome/Introductions** (5 minutes)
2. **Orienting us to our "why"** – Surprise highlight video (5 minutes)
3. **Recognition of Committee Members - Would you like to recognize colleagues for their contributions to improving the student experience?** (5 minutes)

Each meeting we would like to recognize exemplary work of our colleagues related to Canyons Completes, equity and improving the student experience. Please bring accolades you would like to share and we will share up to 5 at the beginning of each meeting.

The mission of the Institutional Effectiveness and Inclusive Excellence Steering Committee is to develop and articulate the institutional approach to fostering an equity-minded, learning-centered and inclusive community for all students, faculty and staff. To fulfill its mission the Institutional Effectiveness and Inclusive Excellence Steering Committee will facilitate streamlined processes, improved communication and improved collaboration through its regular, coordination meetings between student government, academic senate, student equity, S4S (basic skills), non-credit, student success and support program, and other groups as applicable (e.g., grant funded projects).

4. **What has changed with the landscape around us and how does this impact the committee's work?** (5 minutes)

The purpose of this item is to preview a discussion the committee will have in March which builds on the discussions from our fall 2019 meetings and takes into account the integration underway for the committee's work with the College's Strategic Plan goals and the Guided Pathways Scale of Adoption.

Proposed reorganization includes:

- a. Organize three major "alignment and implementation" teams to align with the District's broad strategic goals: Access, Engagement and Success
- b. Leads for each team would include a faculty member, classified staff member, student representative and one of the Guided Pathways Associate Vice Presidents (Paul, Jasmine, Daylene)
- c. Common to each team is the expectation that we focus on closing equity gaps, identifying barriers, improving the student experience, improving student outcomes for Student Equity and Achievement Plan and Local Goal Setting, and advancing the institution on the SOAA
- d. Each team would also be asked to consider an environmental scan for efforts underway (e.g., Integrative Learning) so that we can leverage resources and not duplicate efforts.

5. **Guided Pathways: Scale of Adoption Assessment (SOAA) Activity** (90 minutes)

**Background:** The SOAA is the planning assessment tool used by the California Community Colleges. This is the third SOAA College of the Canyons has completed. We received an extension to submit the current update to the CCCC by March 15. The SOAA will be presented to the Board of Trustees on March 11 and signed by the Chancellor and Academic Senate President as part of the process.

**Activity Resources:** California Community Colleges Chancellor's Office FAQs for the SOAA and Blank Template for the SOAA (see email sent with the meeting agenda on 2/6/20 for attachments).

**SOAA Background and Activity Overview** (10 minutes) – Paul Wickline

Activity Part 1 (40 minutes):

1. Groups will be identified in advance around each of the four SOAA areas. Group assignments were sent in advance through a separate email from Daylene Meuschke.
2. Groups will be asked to identify 1) Facilitator, 2) Level Setter, 3) Translator and 4) Closer to ensure we have collaborative dialogue and all voices are heard.
3. Use the "SOAA" Word document for your area to record your group's responses and email to Paul Wickline ([paul.wickline@canyons.edu](mailto:paul.wickline@canyons.edu)) no later than end of day 2.12.20.
4. Activity Goal for the group's assigned SOAA area:
  - a. Review the essential practice
  - b. Use the Equity Considerations as the group goes through each
  - c. Assess scale of adoption
  - d. Identify progress to date in bullet form
  - e. Identify support needed
  - f. Identify challenge or barrier
  - g. Identify next steps

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Activity Part 2 (20 minutes) – How does your group’s input from the previous activity (part 1) match with the SOAA draft to date? [Note – SOAA draft to date will be distributed at the meeting]

1. How does the group’s assessment of where the College is at on the scale match the SOAA draft?
2. How does the group’s assessment of “progress to date” match the SOAA draft?
3. Are there additional next steps that need to be added to the SOAA that will be submitted to the CCCCCO in March?

Activity Part 3 (20 minutes) – Group Share-Out

6. Wrap Up / Closing Comments

Unfinished Business:

1. Inclusion of Student and Collegial Voice – What guiding principles should we establish to ensure that we authentically and intentionally include student and collegial voice in the work we do?
2. Narrowing our focus – What are the top themes from the activity list that should be our focus for 2020/21?

(IE)<sup>2</sup> Website: [Institutional Effectiveness and Inclusive Excellence Committee](#)  
Canyons Completes Website (accessible from the committee website): [Canyons Completes](#)

**Next Meeting:**

March 10, 2020 / 3-4:50pm / CHCS-201

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