



Charter for Institutional Set Standard Task-force

2021-2022

This Charter is established between the Charter for Institutional Set Standard Task-force and the Institutional Effectiveness and Governance Council (IEGC) to structure the process and planned outcomes included herein during the one-year period of the 2021-2022 academic year.

Purpose

Institution-Set Standards (ISS) are comprised of two elements: floor performance and stretch goals. When values fall below the ISS for at least 2 years, a procedural response which addresses what will be done to raise outcomes in the area is required by ACCJC.

The task-force is being established in a response to the following programs falling below the Institutional Set Standard the past two years:

Program	Institution Set Standard (floor) %	Stretch Goal %	2017-18 Job Placement Rate	2018-19 Job Placement Rate	2019-20 Job Placement Rate
Accounting	82.5%	82.5%	85.71%	75.86%	67.57%
Business Administration	91.2%	91.2%	88%	80.65%	75%
Manufacturing and Industrial Technology	84.8%	84.8%	87.1%	81.82%	81.48%

Charge

The Institutional Set Standard Task-force is in alignment with the listed Educational Master Planning objectives below:

2030 Goal 2: (Success) Implement Guided Pathways framework.

2025 Objective 2.1 Increase number of degrees completed by 15% annually

2025 Objective 2.2 Increase number of certificates completely by 15% annually

2030 Goal 5: (Workforce and Economic Development) Reduce working poverty and the skills gap

2025 Objective 5.2 Increase percent of CTE students employed in their field of study by 3% annually

Guiding Principles and Assumptions

Accreditation Standards guiding the Institutional Set Standard Task-force:

Standard 1B.3: The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.

Scope & Expected Deliverables

The Institutional Set Standard Task-force is tasked with addressing the fall in job placement rates and identifying ways in which to raise the outcomes for Accounting, Business Administration, and Manufacturing & Industrial Technology.

Specific deliverables include:

- Identify possible causes
- Generate a plan of action and assign responsible parties to carry out each part of the plan
- Ensure an assessment plan is in place before the action is applied
- Report on progress to IEGC and/or College Council, as well as the Academic Senate
- Present summative report to IEGC and/or College Council, as well as the Academic Senate

Membership

The Institutional Set Standard Task-force will be comprised of faculty and members of other constituency groups specific to their functional area of responsibility. This is an operational group that depends upon the specific expertise of its members to accomplish the expected deliverables.

- At least one manager with expertise in career and job placement and/or focus on increasing the living wage for graduates.
- Associate Dean of CTE
- At least one classified professional appointed by CSEA with recommended expertise in career and job placement
- One or more faculty members in each of the discipline areas affected by this ISS
- Department Chair with faculty consultation may invite 1-3 industry representatives or community members to participate/advise

Meeting Time/Pattern

The Institutional Set Standard Task-force meets as needed as determined by the membership.

Roles of Chairs and Members

The Leads are accountable to the IEGC to ensure continuity of dialogue between governance tiers. Leads are responsible for preparing agenda and facilitating meetings of the Institutional Set Standard Task-force based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the operational charge of the Institutional Set Standard Task-force that can help to achieve the Institutional Set Standard Task-force's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Institutional Set Standard Task-force. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Institutional Set Standard Task-force peers with the intention of finding consensus on all issues that come before the Institutional Set Standard Task-force.

Meeting Procedures and Expectations

The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. A final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.