Institutional Effectiveness Committee Agenda

August 28, 2017, 2:10- 4 -- Room 6203

<u>Facilitator</u>: Karen Wong, Coordinator of Institutional Effectiveness, PRIE

<u>Members</u>:

Steve Aurilio, Social Sciences/ Creative Arts Representative

Grace Beltran, Classified Representative

Wissem Bennani, Global Learning Programs & Services Representative

Tony Brunicardi, Kinesiology, Athletics & Dance Representative (shared vote)

John Calavitta, Language Arts Representative

Lorraine DeMello, Student Services Representative

Jacquie Escobar, Student Services/ Academic Senate Representative

Rika Fabian, Social Sciences/ Creative Arts Representative

Jan Fosberg, Kinesiology, Athletics & Dance Representative (shared vote)

Jacque Honda, Interim Dean, Planning, Research, and Institutional Effectiveness (after Sep 5, 2017)

Zaw Min Khant, Associated Students of Skyline College

Evan Leach, Science, Math & Technology Representative

Nicole Porter, Business, Education, & Professional Programs Representative

Alina Varona, Business, Education, and Professional Programs Representative

Unknown: Administrator Representative; Academic Support & Learning Technology Representative; second Language Arts representative; second Science, Math, and Technology Representative

<u>Guest</u>: Lauren Ford, College Recruiter

<u>Resources</u>: Belinda Chan, Staff Assistant, PRIE (Recorder); Zahra Mojtahedi, Research and Planning Analyst, PRIE

Handout: [CPR/ APP/ ALUR Handout](#); [SLOs on the Road Flyer](#)

Action Item(s)

	Topics	Presenters	Time
I.	Approve Agenda	Wong	2 min
II.	Approve Minutes from April 24, 2017	Wong	2 min

Reports/ Discussions

	Topics	Presenters	Time
III.	Introduction		
IV.	Review charge (see below)	Wong	10 min
V.	Deepen understanding of data based inquiry via the GIS maps	Ford and Mojtahedi	15 min
VI.	Gain familiarity with how Skyline College staff evaluate institutional effectiveness internally and by outside agencies via small group exploration	Wong and the Committee	60 min

    A. Skyline College's Mission/Vision/Values
    B. Annual Program Plan, Comprehensive Program Review, and Administrative Leadership Unit Review
    C. Internal Evaluations: (1) Strategic Plan; (2) Institutional Student Learning Outcomes; (3) Balanced Scorecard
    D. External Evaluations: California Community College Chancellor's Office (4) Datamart; (5) Institutional Effectiveness Framework of Indicators information and data; (6) Accrediting Commission for Community and Junior Colleges

	Topics	Presenters	Time
VII.	Review accomplishments and learn about 2017-2018 Projects	Wong	20 min

VIII. Resource Reminders for your divisions/ departs

    A. SLOs on the Road Workshops

    B. SLOAC coaches available to assist faculty/ staff within their areas:
       (BEPP) Guillermo Oritz, Cassidy Ryan, Ronda Wimmer;
       (COUN/SS) Lorraine DeMello
       (LA) Lucia Lachmayr, Erinn Struss
       (SMT) Nick Kapp, Adam Windham (after Thanskgiving)
       (SS/CA) Tiffany Schmierer, John Skovgaard

    C. Homework: By the next meeting, reivew your area's mapping to the ISLOs, make revisions as necessary, and reflect on how you decided whether to map up to each ISLO.

IX. Please designate the following Mondays for the 2017/ 2018 year (the 4th Mondays of the month except where indicated), 2:10 - 4, for IE Committee meetings: September 25, October 23, November 27, January 29 (5th Monday), February 26, March 19 (3rd Monday), and April 23. Invitations will be forthcoming once committee assignments are settled.

Institutional Effectiveness Committee

(adopted in Spring 2015)

The IE committee is charged with fostering a culture of inquiry through regularly reviewing the mission and goals, analyzing the research that assesses how effectively the College is accomplishing its mission and goals, and broadly communicating the results so that the College has a shared understanding of its strengths and weaknesses so as to set appropriate priorities.

Functions include but are not limited to:

- Regularly reviewing the College's mission/vision/ values and goals that drive planning and resource allocation;
- Advising the College on how to integrate institutional effectiveness measures into planning mechanisms to support evidence-based decision making;
- Developing, reviewing, and proposing revisions (when needed) to institutional effectiveness measures, instruments and benchmarks, to evaluate the degree to which the college fulfills its mission and goals (e.g., the Balanced Scorecard and campus-wide surveys);
- Analyzing institutional level outcomes data (e.g., Institutional Student Learning Outcomes assessment results; student engagement/ campus climate/ employee voice survey results, etc.) to inform program and institutional decision-making and planning;
- Facilitating the sharing of best practices in, and collaborating with faculty and staff to improve upon or maintain, student learning outcomes assessment methodologies.

IEC Accomplishments, 2016-2017

All referenced minutes are available at
https://skylinecollege.edu/iecommittee/agendasminutes.php.

1) Increased familiarity with Skyline College's students and outcomes, and how they relate to the Skyline College Promise. (August 29, 2016 minutes)

2) Discussed and recommended that the College adopt none of the optional indicators from the CCCCO's IEFI (California Community College's Chancellor's Office's Institutional Effectiveness Framework of Indicators), because (a) the transfer-completion rate is poorly defined for Math, and the data is problematic for English due to Banner coding issues, and (b) the median time to degree data may be compromised due to the phenomena of swirling, in which students initiate or complete some of their coursework in other colleges of districts.

3) The IEC recommended revisiting both sets of metrics in the future. For the latter, the College definitely should adopt a metric related to time to completion, but perhaps not the one the IEFI uses. (January 30, 2017 minutes)

4) Reviewed the Employee Voice survey results for Integrated Planning and Allocation of Resources, which in turn informed the College's subsequent actions: (a) securing a $150,000 State Chancellor's Office IEPI (Institutional Effectiveness Partnership Initiative) grant to implement planning and resource allocation processes technology which was rolled out last year: SPOL (Strategic Planning Online), and (b) creating a model that shows when and how planning and allocation of resources takes place, which was approved by SPARC (Strategic Planning and Allocation of Resources Committee). (September 26, 2016 minutes)

5) Reviewed the Balanced Scorecard metrics, analyzed potential alignment with relevant District and CCCCO's IEFI (Institutional Effectiveness Framework of Indicators), and forwarded recommendations to Cabinet—this process is still underway. (February 27 and March 27, 2017 minutes)

6) Hosted a Town Hall on the Lifelong Wellness, Effective Communication, and Critical Thinking ISLOs. Generally concluded that no definitive conclusions can be drawn from these data trends, and that energy is better spent helping participating faculty within departments discuss results, and instruction/ classroom activities that help students to master and demonstrate those competencies. For the Effective Communication ISLO, noted that students may perform better if a clear rhetorical purpose and audience is articulated in the assignment. (October 24, 2016 minutes)

7) Discussed results from the Community College Survey of Student Engagement (CCSSE) that was administered in spring 2016, and recommended ways to engage college committees such as CGC, SPARC, AS, CS, and ASSC. (November 28, 2017 minutes)

8) Discussed the CCSSE findings that align with the Effective Communication and Critical Thinking ISLOs. (March 27, 2017 minutes)

9) Engaged in initial discussions about which data should be disaggregated and how, given the ACCJC's update on Standard IB6 as an "emerging practice" (April 24, 2017 minutes); recommended that the disaggregation be meaningful and that it provide insight beyond what disaggregated achievement data can provide. Potential areas for disaggregation were recommended: online/ hybrid/f2f (modalities; day vs. evening classes; part-time vs. full-time students. (April 24, 2017 minutes)

10) Gave feedback on text for the PRIE Institutional Effectiveness page. (April 24, 2017 minutes)

11) Fulfilled our second year as a sub-committee of the Strategic Planning and Allocation of Resources Committee, securing their support for recommendations we made pertaining to the Institutional Effectiveness Framework of Indicators benchmarks, and apprising them of the Community College Survey of Student Engagement (CCSSE) results.

2017 – 2018 Projects

1) Gain familiarity with how Skyline College staff evaluate our institutional effectiveness internally and by outside agencies

2) Host a Town Hall on the Information Literacy and Citizenship ISLOs

3) Analyze and discuss the SENSE (Survey of Entering Student Engagement) results

4) Analyze and discuss other survey instruments and results (e.g., Participatory Governance…)

5) Set benchmarks for college-wide benchmarks pertaining to the district-wide metrics

6) Set benchmarks for additional required measures from the Institutional Effectiveness Framework of Indicators

7) Continue revising and adding to the Balanced Scorecard, and perhaps setting benchmarks based on five year trends

8) Update and revise the SLOAC (Student Learning Outcomes Assessment Cycle) Framework (e.g., mapping guidance, assessing program student learning outcomes, etc.)

9) Revisit what data to disaggregate (Accreditation Standard I.B.6) so as to advise the College by reviewing some data