

Institutional Effectiveness Committee Agenda**September 25, 2023****2:10 - 4 pm****Meeting Location: Web Conferencing via [Zoom](#)**

Chairs: Chris Gibson, Dean of Language Arts
Ame Maloney, Faculty Services Librarian, Academic Senate
Karen Wong, Coordinator of Institutional Effectiveness, PRIE

Members: Felicia Alvarez - Mazzi, Language Arts Representative
Steve Aurilio, Social Sciences/ Creative Arts Representative
Perry Chen, Student Services Counseling Representative
Michael Cross, Language Arts Representative
Ricardo Flores, Classified Senate Representative
Stephen Fredricks, Science, Technology, Engineering & Math Representative
Zaid Ghorri, Management Council Representative
Lucy Jovel, Student Equity & Support Programs Representative
Kelly Li, Global Learning Programs & Services Representative
Zahra Mojtahedi, Planning, Research, and Institutional Effectiveness Representative & Recorder
Alexa Moore, Strategic Partnerships and Workforce Development Representative
Ellen Murray, Student Services Counseling Representative
Mike Sharabi, Kinesiology/ Athletics/ Dance Representative
Irah Tancioco, Associated Students of Skyline College
Monique Ubungen, Academic Support and Learning Technology Representative
Ingrid Vargas, Dean of Planning, Research and Institutional Effectiveness
Suji Venkataraman, Business, Education & Professional Programs Representative
Lauren Wagner, Enrollment Services Representative
Tina Watts, Business, Education & Professional Programs Representative

Vacant: SS/CA – leave of absence (1), STEM (1)

Resource: Wendy Lee, Planning, Research and Institutional Effectiveness

Action Item(s)

Topics	Presenter(s)	Time
1. Approve September 25, 2023 Agenda	Chris Gibson	2 min
2. Approve September 11, 2023 Minutes	Chris	2 min

Discussion/Report

Topics	Presenter(s)	Time
3. IEC CPR Teams and CPR Suggested Timelines of Completion: Instruction/ Student Services	Ame Maloney	10 min.
4. Logging on to and Navigating within the Improvement Platform	Karen Wong	10 min.
5. Prep Time to Prepare for the Oct. 9 CPR Consultation <ul style="list-style-type: none"> • Goal is to assist the program with improving program efficacy and student learning via appreciative inquiry <ul style="list-style-type: none"> ○ “impressed by” - embrace a strengths-based model by acknowledging what is working ○ “concerned by” – discuss potential areas of improvement and actions ○ “wondering or seeking clarification” - seek to understand, especially the context in which they’re functioning and current approaches • Activity: Discuss and draft initial impressions about program access and effectiveness on the team google doc. If no data is available, familiarize yourselves with the program, their achievements and their goals 	Chris	80 min
<p>Upcoming Meetings on the 2nd and 4th Mondays except where indicated from 2:10 – 4 pm.</p> <p>Please accept outlook invitations for: October <u>9</u> & 23, November <u>13</u> & 27, January 22, February 12 & <u>26</u>, March 4 & 18 (1st & 3rd), April 8 & 22 (in-person), May 13</p>		