



**Minutes of Institutional Effectiveness Committee
Held on September 28, 2015
Building 6, Room 6-203**

Chairperson:
Karen Wong

Members Present:

Steve Aurilio, Donna Bestock, Michael Bishow, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Jacqueline Escobar, Jan Fosberg, Nick Kapp (leave early), Evan Leach, Lucia Lachmayr, Aaron McVean, Sam Sanchez, Sarita Santos, Nadia Tariq, Michael Wong

Members Absent:

Liz Gaudet

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Approval of Agenda

A motion was made by Sarita Santos and seconded by Tammy Calderon to approve the September 28, 2015 Agenda as written. No change was made. Motion carried unanimously.

II. Approval of Minutes

A motion was made by Nadia Tariq and seconded by Jan Fosberg to approve the August 24, 2015 Minutes as written. No change was made. Motion carried unanimously.

REPORTS/ DISCUSSIONS

IV. Review and Recommend Additional Questions for CCSSE

The Community College Survey of Student Engagement (CCSSE) survey is scheduled to be administered in Spring 2016. Skyline College may customize up to fifteen questions to the CCSSE survey. Members were invited to review the customized questions (question 4 to 12) created for CCSSE in Fall 2009. See Appendix I for detail. According to Karen Wong, some items were recommended to be removed as they were no longer applicable to the five components of ISLO (Critical Thinking, Lifelong Wellness, Effective Communication, Citizenship, and Information Literacy). Three new questions related to Citizenship, Information Literacy and Lifelong Wellness are listed after question 12 (question 1 to 3).

Due to the prolonged conversation on each customized question, the Committee was given an additional time to review the questions. Action will be taken in the next regular meeting.



Approved Minutes

ACTION ITEM(S)

VII. Recommendation of Mission Vision Values Statements

Referenced to Mission-Vision-Values Statements in Appendix II, the edited portion were listed in red color.

The Committee reviewed the M-V-V and recommended the changes in blue color.

A motion was made by Donna Bestock and seconded by Jan Fosberg to recommend the revised Mission-Vision-Values Statements to Strategic Planning and Allocation of Resources Committee (SPARC). The SPARC will then recommend it to College Governance Council (CGC) for approval. Motion carried unanimously.

UNFINISHED ITEM(S)

- VIII.** Topic on “Deepen your understanding of the goal of 75% of Skyline College students completing their educational goals on-time, with a focus on the first semester as described in the Skyline Promise” will be discussed at the next regular meeting.

NEXT REGULAR MEETING

Next regular meeting will be held on Monday, October 26, 2016 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

OTHER BUSINESS

Committee group picture was taken prior to meeting adjournment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:56 p.m.

Minutes were approved by Members on October 26, 2016.