



**Minutes of Institutional Effectiveness Committee
Held on January 25, 2016
Building 6, Room 6-203**

Chairperson:
Karen Wong

Members Present:
Steve Aurilio, Michael Bishow, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Jan Fosberg, Liz Gaudet, Nick Kapp, Lucia Lachmayr, Aaron McVean, David Reed, Nadia Tariq, Michael Wong

Members Absent:
Donna Bestock, Jacqueline Escobar, Evan Leach, Clifford Moss, Sam Sanchez, Sarita Santos

Resource:
Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:14 p.m.

II. Approval of Agenda

A motion was made by Jan Fosberg and seconded by Lorraine DeMello to approve the January 25, 2016 Agenda as written. No change was made. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Nadia Tariq and seconded by Jan Fosberg to approve the November 23, 2015 Minutes as written. No change was made. Motion carried unanimously.

REPORTS/ DISCUSSIONS

IV. Review Institutional Student Learning Outcomes (ISLO) and the Sub-Descriptors

The Committee continued reviewing ISLO and the sub-descriptors. Below were the ones discussed:

A. Critical Thinking ISLO

- Recommendation made to replace the second listed sub-descriptor from “Responsiveness to bias; Fair-mindedness” to “Develop awareness of and ability to respond to bias”. *[All voted aye with 1 abstention]*

B. Effective Communication ISLO

- Chairperson Wong brought the possibility of combining the following bullet points for open floor discussion:
 - o “provide appropriate responses to establish shared meaning”
 - o “demonstrate appropriate social skills in group settings, listening and being receptive to others’ ideas and feelings, effectively contributing ideas.” *[All voted in favor in keeping the above points separately]*



Approved Minutes

- Revision of the sub-descriptor demonstrate appropriate social skills in group settings, listening and being receptive to others' ideas and feelings, effectively contributing ideas" was made to "demonstrate appropriate social skills in group settings, being receptive to alternative ideas and feelings". *[All voted in favor to adopt the revision]*

C. Information Literacy ISLO

- The Information Literacy ISLO group members will discuss with Dennis Wolbers about the sub-descriptors and bring the revision for the discussion in the next meeting.

ACTION ITEM(S)

V. Recommend the revised ISLOs to College Governance Council

Recommendation of the revised ISLOs to College Governance Council will be postponed until all ISLOs and sub-descriptors have been revised.

REPORTS/ DISCUSSIONS

VII. Community College Survey of Student Engagement

Many of the customized CCSSE questions are pertaining to Citizenship ISLO, thus the Citizenship ISLO group will review the 15 customized questions and present their weighs at the next meeting.

VIII. Institutional Effectiveness Framework of Indicators

There are eighteen IEPI framework of indicators and four were reviewed last year, which included the followings. See Appendix I for details.

- Success Course Completion at 70%
- Audit Findings to defer to the District's recommendation
- Required College Choice: 70% overall course completion in ESL and basic skills courses
- Optional College Choice: skip

ACTION ITEM(S)

IX. Recommend the IEPI Framework of Indicators to College Governance Council

A motion made by Liz Gaudet, which was seconded by Jan Fosberg to recommend the Institutional Effectiveness Framework of Indicators to College Governance Council be adopted. All voted unanimously. Motion carried.

NEXT REGULAR MEETING

Next regular meeting will be held on Monday, February 22, 2016 in Room 6-203 from 2:05 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:40 p.m.

Minutes were approved on February 22, 2016.