



**Minutes of Institutional Effectiveness Committee
Held on February 22, 2016
Building 6, Room 6-203**

Chairperson:
Karen Wong

Members Present:
Steve Aurilio, Donna Bestock, Michael Bishow, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Jan Fosberg, Liz Gaudet, Nick Kapp, Lucia Lachmayr, Evan Leach, Clifford Moss

Members Absent:
Jacqueline Escobar, Aaron McVean, David Reed, Sam Sanchez, Sarita Santos, Nadia Tariq, Michael Wong

Resource:
Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:07 p.m.

II. Approval of Agenda

A motion was made by Steve Aurilio and seconded by Lucia Lachmayr to approve the February 22, 2016 Agenda as written. No change was made. Motion carried unanimously.

III. Approval of Minutes

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

REPORTS/ DISCUSSIONS

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

Karen prefaced the presentations with an affirmation of the work we're doing by referencing an article on outcomes assessment in "Inside Higher Education," Paul Fain's (February 2016) ["Survey Finds Increased Use of Learning Outcomes Measures, but Decline in Standardized Tests."](#) In a survey conducted by AACU, many colleges are assessing student work in the classrooms, with 91% using rubrics to assess general education classes. Skyline College employs a similar practice.

Karen thanked IEC members for playing an important role in ensuring that the ISLOs and rubrics are up to date, reflect the priorities and practices of the college, and are useful. Appendix I listed the complete list of proposed recommendations made by each group.

ANNOUNCEMENT

Community College Survey of Student Engagement (CCSSE) Survey

Karen announced that CCSSE Survey will be administered in Spring 2016. Selected classes will be given three-week timeframe to choose to administer the survey, which will take 50 minutes of the class time.



Approved Minutes

NEXT REGULAR MEETING

Next regular meeting will be held on Monday, March 21, 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 4:05 p.m.

Minutes were approved on April 25, 2016.