**'Minutes of Institutional Effectiveness Committee
Held on March 21, 2016
Building 6, Room 6-203**

Chairperson:
Karen Wong

Members Present:
Lorraine DeMello, Lucia Lachmayr, Clifford Moss, Aaron McVean, David Reed,

Members Absent:
Steve Aurilio, Donna Bestock, Michael Bishow, Tammy Calderon, Karen Dimalanta, Jacqueline Escobar, Jan Fosberg, Liz Gaudet, Nick Kapp, Evan Leach, 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 2:12 p.m.

II. Approval of Agenda
Due to lack of a quorum, no action was taken.

III. Approval of Minutes
Due to lack of a quorum, no action was taken.

REPORTS/ DISCUSSIONS

IV. Revisit IEFI Goals
The Institutional Effectiveness Partnership Initiative Advisory Committee requires college to develop, adopt, and post a framework of indicators. Below are the proposed goals. See Appendix I for details.

1. Success course completion: rate set at 70%
2. Audit findings: defer to the District's recommendation
3. Required college choice: rate set at 42% degree/transfer completion rates for unprepared students
4. Optional college choice: opt not to post due to information is included in Balanced Scorecard

For Item 3, colleges may choose among completion rates of ENGL, MATH, ESOL, and Remedial courses, but the Planning, Research, and Institutional Effectiveness (PRIE) decided to review and set benchmark at the Remedial courses completion rate due to the other areas have been reviewed through Student Equity Plan and College Success Initiative.

This item was reviewed and discussed and will be presented to the Strategic Planning and Allocation of Resources Committee (SPARC) on Thursday, March 24, 2016. No recommendation was made due to lack of a quorum.

V.   **Review Revised Institutional Student Learning Outcomes and the Sub-Descriptors**
The sub-descriptors of Information Literacy and Citizenship were reviewed. See Appendix II for details.

Information Literacy sub-committee members fortified the importance of ethically citing sources by adding a sub-descriptor "properly cite sources" and enhancing what is on the current rubric by drawing from AAC&U's Information Competency rubric. A question was raised about how many sources are required; the answer is dependent on the course level assignment and its purpose.

Citizenship sub-committee members proposed to revise two of the sub-descriptors pertaining to global interconnectedness. They also proposed changes to the rubric.

No recommendation was made due to lack of a quorum. But members were asked to review the revised ISLO sub-descriptors and rubrics so as to be prepared to vote at the last meeting.

VI.   **Review Definition of Student Success**
The committee was briefed on the proposed definition and metrics, to be presented at the upcoming Strategic Planning and Allocation of Resources Committee (SPARC) on Thursday, March 24, 2016.

VII.   **Review Rubric Revisions**
This item was discussed and included in Item V.

VIII.   **Determine a Consistent Likert Scale for all of the Rubrics**
In order to have a consistent scaling system in the rubric assessment, members were invited to determine a 4-grade scale to each of the five SLOs. Below listed the scales from each SLO:

The proposed standardized scale will remain a four-grade scale as follow:

No/Low Proficiency, Limited Proficiency, Some Proficiency, High Proficiency

Due to lack of quorum, this item will be reviewed and discussed again in the next meeting.

NEXT REGULAR MEETING

Next regular meeting will be held on Monday, April 25, 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 3:33 p.m.

Minutes were approved on April 26, 2016.