



**Minutes of Institutional Effectiveness Committee**  
**Held on August 29, 2016**  
**Held in Building 6, Room 6-203**

**Chairperson:**

Karen Wong

**Members Present:**

Steve Aurilio, Donna Bestock, John Calavitta, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Jan Fosberg, Cheri Jones, Nick Kapp, Evan Leach, Clifford Moss, David Reed, Sarita Santos, Rob Williams

**Members Absent:**

Jacquie Escobar, Aaron McVean (Re-joining Spring 2017), Nadia Tariq, ASSC Representative

**Resources:**

Belinda Chan (Recorder), Zahra Mojtahedi

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**GENERAL FUNCTIONS**

**I. Call to Order**

Karen Wong called the regular meeting to order at 2:13 p.m.

**II. Approval of Agenda**

A motion was made by Jan Fosberg and seconded by Tammy Calderon to approve the August 29, 2016 Agenda as written. No change was made. Motion carried unanimously.

**III. Approval of Minutes**

A motion was made by Steve Aurilio and seconded by Karen Dimalanta to approve the April 25, 2016 Agenda as written. No change was made. Motion carried unanimously with four abstention votes.

**REPORTS/ DISCUSSIONS**

**IV. Introduction**

Karen Wong presented a warm welcome, followed by members' self-introductions.

**V. Review Charge, Accomplishments and Feedback**

Karen and the members read aloud the charge and functions of the Institutional Effectiveness Committee (IEC). As a sub-committee of the Strategic Planning and Allocation of Resources Committee (SPARC), the IEC reviews college-wide outcomes and assessment results and makes recommendations to SPARC, who in turn make recommendations to the College Governance Council. See Appendix I for IEC charge and function.

The feedback provided by Members in Academic Year 2015/16 were shared and generally appreciative:

- Meeting materials were sent early.
- There were many opportunities to collaborate in an open discussion format.
- Members received support by Deans/ Managers to be active on the IEC.



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- Members preferred having minimal sub-committee work outside of the regular committee meeting time, instead preferring to have time to work together during our regular meetings when such projects arise.
- Projects' background/ surveys' content may sometimes be unclear to members, especially new members.

Accomplishments of 2015/2016 were read and detailed in Appendix II.

### VI. Learn about 2016-2017 Projects

Potential projects scheduled for Academic Year 2016-2017 were detailed in Appendix III. Karen pointed out that the IEC may not be able to complete all listed projects due to there only being eight meeting days per academic year.

### VII. Presentation: Familiarize yourself with Skyline College's Students and outcomes, and how they relate to the Skyline College Promise

Karen, Belinda, and Zahra led an interactive powerpoint presentation of Skyline College's student demographics and outcomes, interspersed by the following questions:

Activity one: Members were asked to pair up and discuss their responses to the following questions, and then continue pairing up with other members as a means of getting to know each other ("Speed 'Dating'").

- (1) Considering your role on campus, what is one way that you help students to achieve their goals?
- (2) Or more broadly, what is one way that your department or program helps students to achieve their goals?

Some shared comments learnt from partnering up:

- Redesigning the Math sequence for higher outcomes on students' successes.

Activity two: Members also were asked to answer the following questions in an open forum format.

- (1) What do you know about new Skyline College students' outcomes, such as overall course success and persistence?
- (2) Who is more likely to succeed? Why might that be the case?

Some shared comments included:

- Having a goal such as transfer often help students to persist.
- Students with parents holding higher education degrees are likely to succeed.
- Students awarded with financial aid or enrolled in full-time status are more likely to succeed than those without.
- Students who knows how to navigate the college setting and are self-confident are likely to succeed.
- Student with years of work experience often persist in a course, as they are more determined and purposeful in attaining their education.
- Part-time students often have challenges to succeed to the limited student services available, particularly evening students.



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The third set of questions, listed below, were assigned to Members as homework. PowerPoint Slides will be available to Members on IEC Website after the meeting. See Appendix IV.

- (1) What insights did you gather from the outcome data?
- (2) Given these insights, how might the Skyline College Promise positively impact outcomes and support the achievement of equity?

The Committee raised some questions that may be followed up by PRIE.

- For the students residing in San Mateo County who did not attend colleges here, did they further their higher education elsewhere?
- Are data showing for Fall 2015 and Spring 2016 students?
- If we lose a little less than 50% students every semester, are we gaining more students the subsequent semester?

### **NEXT REGULAR MEETING**

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

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 p.m.

Minutes were approved by Members on September 26, 2016.