Minutes of Institutional Effectiveness Committee
Held on September 26, 2016
Building 6, Room 6-203

Chairperson:
Karen Wong

Members Present:
Steve Aurilio, Donna Bestock, John Calavitta, Tammy Calderon, Lorraine DeMello, Jan Fosberg, Dessa Hipolito, Cheri Jones, Nick Kapp, Evan Leach, Zahra Mojtahedi, Sarita Santos, Nadia Tariq, Rob Williams

Members Absent:
Karen Dimalanta, Jacquie Escobar, Clifford Moss, David Reed

Resource:
Belinda Chan (Recorder)

GENERAL FUNCTIONS

I.   **Call to Order**
Karen Wong called the regular meeting to order at 2:11 p.m.

II. **Approval of Agenda**
A motion was made by Steve Aurilio and seconded by Jan Fosberg to approve the September 26, 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 Rob Williams to approve the August 29, 2016 Minutes as written. No change was made. Motion carried unanimously with one abstention vote.

REPORTS/ DISCUSSIONS

IV. **Unfinished Discussion: Skyline College's Students and Outcomes**
Continuing from the previous meeting, members were called on to identify information from the Skyline College Students and Outcomes PowerPoint that made a strong impression on them. (See Appendix I) Comments from the Committee were listed below:

- African American students and Pacific Islander students are disproportionally impacted.
- Approximately 50% of the first year students do not return.
- Full-time students have higher persistence rates than part-time students.

The discussion progressed to how Skyline College's students and outcomes connect to the Skyline College Promise (See Appendix II) to help students "Get in. Get through. [And] Get out…on time!" "Get in" focuses on outreach activities and provides assistance to students transitioning into college. Examples of the support programs include Dual Enrollment and Summer Scholars Institute. "Get through" focuses on

facilitating success in the first semester, which has support programs such as peer coaching and financial literacy. "Get out… on time" refers to the pathway under discussion and quality of instruction. An example of such support programs is the Career Advancement Academy (CAA).

Members were divided into three groups discussing topics pertaining to "Get in", "Get through", and "Get out…on time" and how each step will help the College achieve in raising the overall success rate from 70% to 75%. Below are the highlights from each group.

Get in

- Assist students in setting their goals, which leads to persistence and success rates
- Assist and encourage students to update their educational goals
- Use multiple measure for course placement

Get through (P. 5)

- Expand student services (e.g., free shuttle service from BART)
- Encourage students to enroll full-time through various aids, such as the Skyline College Promise Scholarship
- Coordinate peer-to-peer coaching: students may find more comfortable seeking help from their peers
- PRIE office creates GIS maps to inform outreach

Get out…on time (P. 7 – Professional Development for Student Success)

- Provide CTTL Workshops: help build a sense of community and shared purpose
- Practice the cohort model, such as Kababayan, which motivates students by fostering a strong sense of community
- A concern was raised about how "on time" will be being reviewed. "On time" is not clearly set and may depend on the students' ability to enroll full time, for instance due to their financial situation.

V. Photo Session
Committee pictures were taken for the website update.

VI. Review IPRAC Results and Follow-up Actions via IEPI Grant
The results of the Employee Voice Survey: Integrated Planning Resource Allocation Cycle were reviewed and discussed. See Appendix III for detail.

Follow-up actions will be executed through Institutional Effectiveness Partnership Initiative (IEPI) Grant. Skyline College requested assistance from the State Chancellor's Office to receive assistance from a Partnership Resource Team (PRT) and was granted a one-time fund in the amount of $150,000, which will be utilized to implement planning and resource allocation processes technology, evidence centralized technological solution, and space management technology for strategic enrollment management.

SPARC (Strategic Planning and Allocation of Resources Committee) also approved a model that shows when and how planning and allocation of resources takes place. IEC members expressed interest in showing this model to their divisions when they report out.

NEXT REGULAR MEETING

The next regular meeting will be held on October 24, 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 3:48 p.m.

Minutes were approved by Members on October 24, 2016.