



**Minutes of Institutional Effectiveness Committee and Town Hall Meeting  
Held on January 30, 2017  
Held in Building 6, Room 6-203**

**Chairperson:**

Karen Wong

**Members Present:**

Cheryl Ajirofutu (substitute for Clifford Moss), Steve Aurilio, Donna Bestock, John Calavitta, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Jacquie Escobar, Rika Fabian, Jan Fosberg, Dessa Hipolito, Nick Kapp, Evan Leach, Zahra Mojtahedi, David Reed, Sarita Santos, Rob Williams

**Members Absent:**

Nadia Tariq

**Resource:**

Belinda Chan (Recorder)

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**GENERAL FUNCTIONS**

**I. Call to Order**

Karen Wong called the regular meeting to order at 2:12 p.m.

**II. Approval of Agenda**

Karen Wong request for an amendment made on January 30, 2017 Agenda to include action items on the 8 optional components of Year 3 Institutional Effectiveness Framework of Indicators (IEFI). A motion was made by Jan Fosberg and seconded by Jacquie Escobar to approve the amendment of the January 30, 2017 Agenda as proposed. Motion carried unanimously.

**III. Approval of Minutes**

A motion was made by Rob Williams and seconded by Dessa Hipolito to approve the November 28, 2016 Minutes as written. No change was made. Motion carried unanimously with two abstention votes.

**REPORTS/ DISCUSSIONS**

**IV. Update on the Institutional Effectiveness Framework of Indicators**

An establishment of the Institutional Effectiveness Partnership Initiatives (IEPI) in 2014 by California Community College Chancellor's Office, tied with a 5-year grant (to end in 2019) of \$2.5M each year, pertaining to Institutional Effectiveness, such as integrated research, student learning outcomes and assessments, etc. Each college has the opportunity to apply the grant up to \$150,000. Skyline College successfully awarded the IEPI Grant in the amount of \$150,000 last year.

The Institutional Effectiveness Framework of Indicators (IEFI) are the components identified by the Chancellor's Office to be adopted by each college to set its benchmark, and the Student Success and Support Programs (SSSP) funding is based upon the IEFI.



## Approved Minutes

Colleges are required to set benchmarks for the metrics in Year 1 and Year 2. This year, Year 3, Chancellor's Office released 8 optional IEFI components to include to the metrics. The Committee was to consider the following questions whether to adopt the additional IEFI components to the metrics:

1. Are the indicators connected to the initiatives we are executing on campus?
2. Is the data being provided by the Chancellor's Office?
3. Is the data reliable?

See the yellow highlighted portions for Year 3 optional components to adopt and Committee's feedback in Appendix I.

### V. Group work

The Committee were given approximately 20 minutes in groups of 4 to 5 people to discuss Balanced Scored components versus Datamart Data. Members referenced to below listed documents for discussion:

- [California Community College Student Success Scorecard](#)
- [California Community College Datamart](#)
- [California Community College Datamart: Transfer Velocity](#)

Due to lack of time for discussion, each subgroup is to submit comments to Karen Wong prior to the next meeting.

### VI. Review Balanced Scorecard metrics, identify gap, and proposed new metrics

This item was not discussed. Members are to submit feedback to Karen Wong pertaining to this item.

### VII. Familiarize yourself with the Balanced Scorecard

The Committee are recommended to review [Balanced Scorecard](#) in preparation for Balanced Scorecard's review and revision.

## NEXT REGULAR MEETING

The next regular meeting will be held on February 27, 2017 in Room 6-203 from 2:05 p.m. to 4:00 p.m.

## ADJOURNMENT

There being no further business, Jan Fosberg made a motion, which was seconded by David Reed to adjourn the meeting. Meeting adjourned at 3:38 p.m.

Minutes were approved by Members on March 27, 2017.