



**Minutes of Institutional Effectiveness Committee and Town Hall Meeting
Held on March 27, 2017
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, John Calavitta, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Rika Fabian, Jan Fosberg, Nick Kapp, Evan Leach, Zahra Mojtahedi, David Reed, Nadia Tariq

Members Absent:

Cheryl Ajitrotutu (substitute for Clifford Moss), Donna Bestock, Jacquie Escobar, Dessa Hipolito, Soledad McCarthy, Rob Williams

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:15 p.m.

II. Approval of Agenda

Karen Wong requested an amendment to the March 27, 2017 agenda to include approval of February 27, 2017 Minutes. A motion was made by Steven Aurilio and seconded by Nadia Tariq to approve the amendment to the February 27, 2017 Agenda as proposed. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Nick Kapp and seconded by Jan Fosberg to approve the January 30, 2017 Minutes as written. Motion carried unanimously with one abstention.

A motion was made by Jan Fosberg and seconded by John Calavitta to approve the February 27, 2017 Minutes as written. Motion carried unanimously with six abstentions.

REPORT/ DISCUSSION

IV. Balanced Scorecard Crosswalk

The Committee discussed the recommended changes to the Balanced scorecard metrics. See Appendix I for details.

ACTION ITEM

David Reed made a motion to adopt the recommended changes but establish a metric for the counselor/ student ratio, which was seconded by Jan Fosberg. Motion carried unanimously.



REPORT/ DISCUSSION

V. CCSSE

A copy of the Community College Survey of Student Engagement and results that align with the Critical Thinking and Effective Communication ISLOs was distributed. See Appendix II for details. The committee first worked in pairs to discuss the three questions on the worksheet, and then came back as a whole group for a brief discussion. Highlights of the comments:

- For the Effective Communication ISLO,
 - o For 4n, “discussed ideas from your readings or classes with instructors outside of class,” responses between 2012 and 2016 remained low, between “never and sometimes.” Perhaps students get the information they need in class or lab. On the other hand, office hours’ importance was recognized. In addition to information from the class, students can build a constructive relationship with their instructors. In addition to varying office hour times, other means to compel students to use office hours were suggested, such as phone conferences, virtual office hours, and the use of online discussion boards via Canvas and group e-mails to efficiently disseminate information.
 - o For 4r, “discussed ideas from your readings or classes with others outside of class (students, family members, co-workers, etc.),” the results have gone down slightly between 2012 and 2016 but are higher than 4n, hovering between “sometimes” and “often.” Vehicles to facilitate more collaboration between students and the community at large were study groups and internships.
 - o For 4a, “asked questions in class or contributed to class discussions,” the committee were informed that the results were statistically significant in comparison to the 2016 cohort, hovering between “sometimes” or “often.” Strategies to encourage more participation included posing open- ended questions and simply calling on students, as opposed to waiting for volunteers, to carve out space for students to participate. Strategies for introverted, first generation, and immigration students included giving students an opportunity to gather their thoughts by writing responses before discussing, and having students work in dyads before participating in whole group discussions.
- For the Critical Thinking ISLO,
 - o For 4b, “made a class presentation,” there was a 9% increase between 2016 and 2012, but the 2016 result was a low “sometimes.” Questions were raised as to whether this activity demonstrates critical thinking, which can depend on what students are presenting: an original idea versus a summary. Questions also were raised about whether content heavy classes and/or highly enrolled courses can afford the time for presentations.
- And one question was raised about having more longitudinal information to draw conclusions about trends. Next time it was recommended that the 2008 results be included to see if any trends emerge.

NEXT REGULAR MEETING

The next regular meeting will be held on April 24, 2017 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 4:02 p.m.

Minutes were approved by Members on April 24, 2017.