



Approved Minutes

**Minutes of Institutional Effectiveness Committee
Held on October 23, 2017
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Christine Abella (subbing for Zaw Min Khant), Steve Aurilio, Grace Beltran, Tony Brunicardi, John Paul Calavitta, Rika Fabian, Stephen Fredericks, Zaid Ghorri (subbing for Wissem Bennani), Jacque Honda, James Houpis, Melissa Komadina, Nicole Porter, Christina Trujillo, Erinn Struss, Alina Varona

Members Absent:

Evan Leach, Jan Fosberg (co-represents with Tony Brunicardi)

Resource:

Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order/ Introduction

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

II. Approval of Agenda

A motion was made by Steve Aurilio and seconded by Melissa Komadina to approve the October 23, 2017 Agenda as written. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Christine Abella and seconded by Erinn Struss to approve the September 25, 2017 Minutes as written. Motion carried unanimously.

REPORTS/ DISCUSSIONS

IV. ISLO Mapping

Members, in small groups, were given ten minutes to review ISLO mapping to curriculum. The result of ISLO mapping to curriculum will help to give students a clear sense of which ISLOs they have fulfilled in a given course. Below are some of the highlights.

1. What was some of their realizations?

- a. Reviewing ISLO mapping helps to inform how to revise course level SLOs to more clearly align.
- b. Two of the Citizenship ISLO descriptors on global awareness seem to overlap such that if a student does not fulfill one, they will also be penalized for not achieving the other.
- c. CurricuNet and TracDat do not “speak” to each other.



2. How do you determine to which ISLO descriptors to map?
 - a. Student should demonstrate that competency via assignments, tests, capstone projects and the like.
 - b. Lots of class time is committed to students learning it.
 - c. The rubric helps to clarify what the ISLO descriptor is.

V. Photo Session

Group picture of Institutional Effectiveness Committee members was taken for the IEC website. Karen Wong thanked Albert Ramos, Senator of Associated Students of Skyline College (ASSC), for being the photographer.

VI. Accreditation Update and Activities

Skyline College is in the process of preparing for Accrediting Commission for Community and Junior Colleges (ACCJC) visit in fall 2019. Currently all colleges are on a six-year cycle, including Skyline College, whose last visit was in 2013. After the visit in fall 2019, all colleges including Skyline College will be on a seven-year cycle. In response to Karen's question, members pointed out the many benefits of the accreditation process: to get to know our college more deeply and to give us an opportunity to review and improve on a regular basis.

For this current self-study, Skyline College will use Strategic Planning Online (SPOL), a cloud-based tool that enables us to collect evidence as well as compose the narratives and evaluation collaboratively and simultaneously.

There are some major changes both externally and internally. Externally, the ACCJC changed its leadership, which is intent on building up trust between the agency and the colleges it accredits by reinforcing that accreditation is peer review based and by making policies more transparent. The length of the self-study is aiming for 100 or so pages instead of 500, which is what our last one was, and more like technical writing. Internally, rather than a co-chair structure, there will be a tri-chair structure consisting of an administrator, a faculty, and a classified staff to ensure all three perspectives are represented. Two of the three confirmed tri-chairs are Enrollment Services Dean, William Minnich and Karen Wong. The Classified tri-chair will be confirmed by the next meeting. Nancy Kaplan-Biegel, Professor of Journalism, was the chief editor for the last self-study and has agreed to be the chief editor for this cycle.

To get involved with accreditation, Members may participate as a writer and/or resource. Jacqueline Honda, Accreditation Liaison Officer and the Tri-Chairs are in the process of recruiting writers. IEC members interested in participating should contact them directly. IEC members who are express interest are Christine Abella, John Calavitta, Stephen Fredricks, Erinn Struss, Alina Varona, and Grace Beltran (as a resource).

To become familiar with the IE related standards, members worked in small groups to discuss which pertinent evidence they'd gather:

- Use of Data (IA2, IB3, IB4)
 - IA2: The Mission/ Vision/ Values -- How do we measure the ambiguous nature of the mission statement? Parsing the VV part.



- ACHIEVE
- IB3:
 - Balanced Scorecard
 - Integrate Basic Skills Initiative (BSI) /Student Equity Plan (SEP) /Student Success & Support Program (SSSP) goals and metrics
 - Data, such as program review data
- IB4:
 - TracDat SLO data
 - SPOL to record Annual Program Plan (APP) and Comprehensive Program Review (CPR) data, including alignment of objectives with the strategic plan. The questions prompt reflection on program planning and evaluation.
- SLOs (IB2, IIA3)
 - PRIE – ISLO data
 - TracDat – SLO and PSLO data
- Dialogue (IB1)
 - IEC, CC, division/ department, Senates, etc. minutes
 - Town Halls
 - Equity Training Series
- Library Learning Support or Student Services (IIB3, IIC1)
 - Course/ PSLO assessment
 - CCSSE/ SENSE items
 - SSSP data
 - Multiple measures placement outcomes
 - Challenge is how to speak to all of these services in the best possible way.
- Communication (IB8, IC3)
 - PRIE, IEC, MCPR, CC, Outreach, etc.
 - IC3 – Balanced Scorecard, CPRs/ APPs

NEXT REGULAR MEETING

The next regular meeting will be held on November 27, 2017 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:55 p.m.

Minutes were approved by Members on November 27, 2017.