



**Minutes of Institutional Effectiveness Committee**  
**Held on November 27, 2017**  
**Held in Building 6, Room 6-203**

**Chairperson:**  
Karen Wong

**Members Present:**

Steve Aurilio, Grace Beltran, John Paul Calavitta, Jeremy Evangelista (subbing for Alina Varona), Rika Fabian, Jan Fosberg, Stephen Fredericks, Jacque Honda, Jim Houppis, Zaw Min Khant, Melissa Komadina, Evan Leach, Nicole Porter, Erinn Struss, Christina Trujillo

**Members Absent:**

Wisse Bennani, Tony Brunicardi (co-represents with Jan Fosberg)

**Resource:**

Belinda Chan (Recorder), Zahra Mojtahedi

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**GENERAL FUNCTIONS**

**I. Call to Order/ Introduction**

Karen Wong called the regular meeting to order at 2:11 p.m.

**II. Approval of Agenda**

A motion was made by Evan Leach and seconded by Jan Fosberg to approve the November 27, 2017 Agenda as written. Motion carried unanimously.

**III. Approval of Minutes**

A motion was made by Jacque Honda and seconded by Rika Fabian to approve the October 23, 2017 Minutes as written. Motion carried unanimously with one abstention.

**REPORTS/ DISCUSSIONS**

**IV. Institutional Effectiveness Partnership Initiative, Year Four Framework of Indicators**

The Institutional Effectiveness Partnership Initiative Framework of Indicators, set by the California Community College Chancellor's Office (CCCCO), is intended to help colleges to be effective. Colleges that identify issues and want to receive help can receive grants up to \$150,000. Skyline College applied for a grant and received \$150,000, which was utilized to implement Strategic Planning Online (SPOL) for planning and resources allocation and Ad Astra for scheduling.

The [Framework of Indicators](#) is in its fourth year. Colleges must adopt the Framework and set benchmarks for required metrics in order to receive Student Success and Support Program (SSSP) funds. The four required framework of indicators in Year 4 include the: 1) College Choice Student Achievement (Basic Skills), 2) Transfer-level achievement rate years 1 and 2, 3) Combined degrees and certificates, and 4) Median time to degree. For all required metrics, colleges are required to set two goals: short-term and long-term. Karen Wong recommended that the College adopt a formula to set: (a) the short term goal (or yearly goal) based on



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our five year average, and the long term goal 1% higher than the five-year average to match the CCC system goal. Skyline College may have higher aspirational goals internally.

### ACTION ITEM(S)

**V. Propose that the Strategic Planning and Allocation of Resources Committee recommend to the College Governance Committee that Skyline College adopt the proposed benchmarks**

With the background explicitly apprised to the Members, Stephen Fredericks made a motion which was seconded by Jan Fosberg recommending to the Strategic Planning and Allocation of Resources Committee (SPARC) to adopt the four required framework of indicators and proposed benchmarks, and for them to recommend it to the College Governance Committee (CGC). Motion carried unanimously. Karen Wong will also present the framework of indicators to Classified Senate and Academic Senate for discussion.

### REPORTS/ DISCUSSIONS

**VI. Review Comprehensive Program Review prompts and a rubric example**

The [Comprehensive Program Review \(CPR\) prompts](#) were revised to become more informative and relevant to both instructional and student services area. Discussion is underway for the Curriculum Committee to no longer coordinate the CPR since technically they oversee instruction, not overall college planning and resource allocation processes. One consideration is creating a rubric to give feedback to those who submit their CPRs to strengthen the feedback loop, and the appropriate representative bodies will review CPR submissions.

To that end, members in small groups reviewed the CPR prompts and the [College of Redwoods rubric](#) example. Below are some of the questions and comments about how to give feedback:

- The rubric is simple and easy to use and can serve as a good feedback mechanism.
- Student equity is a good element to focus and to include in our rubric.
- A concern was raised about which committee will review and evaluate CPR entries, and by extension how the CPR will be reviewed and evaluated.
- A recommendation was made that each designated committee review related prompts (e.g., Institutional Effectiveness Committee in response to the SLOAC entry) and consolidate all feedback to the originator(s).

**VII. Student Learning Outcomes Assessment Cycle: Compliance vs Intentionality**

Erinn Struss, SLOAC Coach, presented about compliance driven versus intentionality driven student learning outcomes assessment practices. See PowerPoint slides for detail.

### ANNOUNCEMENTS

**VIII. Flex Day Workshop**

SLO drop-in (in Room 8116) and TracDat drop-in (in Room 8119) will be available on Thursday, January 11, 2018 (Flex Day) from 1:30 to 3:30 p.m.



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### **IX. Meeting Days in Spring 2018**

Please designate the following Mondays for the 2017/ 2018 year (the 4th Mondays of the month except where indicated), 2:10 - 4, for IE Committee meetings: January 29 (5th Monday), February 26, March 19 (3rd Monday), and April 23. Invitations will be forthcoming once committee assignments are settled.

### **NEXT REGULAR MEETING**

The next regular meeting will be held on January 29, 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 3:43 p.m.

Minutes were approved by Members on January 29, 2018.