



Minutes of Institutional Effectiveness Committee
Held on January 29, 2018
Held in Building 6, Room 6-203

Chairperson:

Karen Wong

Members Present:

Christine Abella (subbing for Zaw Min Khant), Steve Aurilio, Grace Beltran, Wissem Bennani, Rika Fabian, Jan Fosberg, James Houpis, Evan Leach, Nicole Porter, Erinn Struss, Kwame Thomas, Christina Trujillo, Alina Varona

Members Absent:

Tony Brunicardi (co-represents with Jan Fosberg), John Paul Calavitta, Stephen Fredericks, Jacqueline Honda, Melissa Komadina

Resource:

Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order

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

II. Approval of Agenda

A motion was made by Nicole Porter and seconded by Grace Beltran to approve the January 29, 2018 Agenda as written. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Christina Trujillo and seconded by Jan Fosberg to approve the November 27, 2017 Minutes as written. Motion carried unanimously.

ANNOUNCEMENT

IV. Comprehensive Program Review (CPR) Rubric Task Force

Discussions are underway to move the Comprehensive Program Review (CPR) coordination from the Curriculum Committee to a committee with broader campus representation and oversight, most likely the Strategic Planning and Allocation of Resources Committee (SPARC). Such a move can inform SPARC's decisions about college-wide planning and resource allocation. Anticipating this change, a task force has been formed to draft a rubric as a means to give feedback to those undergoing program review, a deficiency that was identified in evaluations of the CPR process and the related planning and resource allocation cycle. Representing key stakeholders, the task force members are Karen Wong (Institutional Effectiveness Committee Chair and SPARC member), Zahra Mojtahedi (Planning and Research Analyst from the Planning, Research, and Institutional Effectiveness office), Christina Trujillo (Classified Senate Vice President and a member of IEC), Jessica Hurless (Curriculum Committee Co-chair and Academic Senate member), and Evan Leach (SPARC and IEC member).



The CPR Rubric Task Force is the process of drafting rubric as a means to provide valuable feedback to the CPR presenters. There are three levels of rubric drafting and reviewing, as listed below. Questions and concerns pertaining to the rubric can be sent directly to the Task Force members.

Jan 25, 2018: first meeting

Feb 1, 2018: draft rubric criteria for a three-point rubric

Feb 15, 2018: refine rubric to get ready for piloting

REPORT/ DISCUSSION

V. Mission/ Vision/ Values Review

One of the IEC's responsibilities is to regularly review the MVV. Though recently reviewed and revised, members divided into groups to review the MVV in light of the accreditation standards, specifically IA: Mission, Academic Quality and Institutional Effectiveness.

Members' recommendations included:

- That an explicit statement about the use of data be added.
 - o **Student Success and Equity:** We value students' success in achieving their goals, on-time, and strengthening their voices as they transform their lives through their educational experience. Using data/ Using quantitative and qualitative data/ Through data- driven research/ Through evidence-based inquiry, we aim to close gaps that result in inequitable outcomes by ensuring that each student has the opportunity to succeed.
- That "immigration status" be added to the "Open Access" statement.
 - o **Open Access:** We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparedness, socio-economic status, gender, gender expression, sexual orientation, cultural, religious, or ethnic background, immigration status, or disability status.
- To include that M-V-V is reviewed periodically on regular basis

VI. Survey of Entering Student Engagement (SENSE)/ CCSSE Results

Agenda item will be moved to a future meeting since the presenter was unable to attend.

VII. Employee Voice Survey Feedback: SLOAC related questions

The Employee Voice Survey will be deployed in April 2018. Members were invited to give feedback about the draft questions.

Referring to Appendix I, questions on Assessment, Members recommended:

- To change on Q75 from "department" to "division"
- ~~To combine Q68 & Q75~~ To combine Q75 and the one after it
- To add "ongoing support" to "sufficient training"
- To include questions related to the APP and SLOs. Karen will double check if there are questions already.
- To use "meaningful" over "worthwhile" for Q66

VIII. Revised Scorecard Metrics

The District-wide Scorecard, which includes metrics pertaining to the District Strategic Plan, was presented to give context to Skyline College's current revision of the Balanced Scorecard. The District Scorecard focuses on and tracks first-time, full-time students. In contrast, Skyline College's scorecard will focus on first-time,



degree/certificate award seeking students for both full-time and part-time status. In the non-cohort based sections, completer rates, course modality, and international student headcounts are included. All metrics are intended to inform decisions about major initiatives that are underway, particularly those relating to the Skyline College Promise.

ACTION ITEM(S)

- IX. Propose that the Strategic Planning and Allocation of Resources Committee recommend to the College Governance Committee that Skyline College adopt the revised metrics.**

This item will be delayed until the next meeting to give members time to reflect on the proposal.

REPORTS/ DISCUSSIONS

- X. Campus Climate Survey**

Zahra Mojtahedi provided an overview of the Campus Climate survey for students. Unlike the Community College Survey of Student Engagement (CCSSE), the Campus Climate survey will be more focused on equity- related components. The survey will be deployed in late February/ early March this semester, and will cover topics in course taking history, classroom and college climate, exclusion/discrimination, incident of bias, educational goals and guided pathways, financial insecurity, physical safety, demographic and enrollment questions, as well as open-ended questions for general feedback. The results of the survey will inform equity and pathways related initiatives, in addition to being useful to the college's current accreditation self- study. Thus, the PRIE Office is soliciting the entire college to support efforts to produce a high response rate, which will include sending announcements via GWMAIL, and offering a prize drawing to incentivize students to complete it.

ANNOUNCEMENTS

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: 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 February 26, 2018 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 3:44 p.m.

Minutes were approved by Members on February 26, 2018.