



Approved Minutes

Minutes of Institutional Effectiveness Committee and Town Hall Meeting

Held on February 26, 2018

Held in Building 6, Room 6-203

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Grace Beltran, Rika Fabian, Jan Fosberg, Stephen Fredericks, Jacqueline Honda, Melissa Komadina, Nels Langbauer, Nicole Porter, Erinn Struss, Kwame Thomas, Christina Trujillo, Alina Varona

Members Absent:

Wissem Bennani, Tony Brunicardi (co-represents with Jan Fosberg), James Houpis, Evan Leach, Zaw Min Khant

Guests Present:

Shari Bookstaff, Kristina Brower, Kathryn (Kate) Williams Browne, Pamela Ortiz Cerda, Poh Kim Lim, Flor Lopez, Chad Thompson, Sujatha (Suji) Venkataraman, Sanjyot (Pia) Walawalkar,

Resource:

Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order and Introduction

Karen Wong called the regular meeting to order at 2:16 p.m. due to there being a room reservation mix-up by another committee that occupied the room. Everyone introduced themselves since a new member and guests were present.

II. Approval of Agenda

An action item, "Propose that the Strategic Planning and Allocation of Resources Committee recommend to the College Governance Committee that Skyline College adopt the revised metrics and goals", was removed since the revision process is still underway. A motion was made by Jan Fosberg and seconded by Melissa Komadina to approve the February 26, 2018 agenda with amendment. Motion carried unanimously.

III. Approval of Minutes

A revision on item VII was proposed. A motion was made by Nicole Porter and seconded by Jan Fosberg to approve the January 29, 2018 Minutes with amendment. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Revised Balanced Scorecard Metrics and Goals

Changes on Balanced Scorecard metrics and short/ long term goals is underway. A discussion on both will be included at the Education Master Plan Open Forum to be held on Friday, March 23, 2018.

Draft Balanced Scorecard Metrics were presented to the Committee in preparation for voting at a future IE committee meeting on both the revised set of Balanced Scorecard metrics, as well as specific metric goals



that will be piloted in 2018-2019. Discussion also took place with representatives from major campus programs that have direct connections to the community (e.g. SparkPoint) regarding potential measures of community and College connections in terms of social capital and meeting or supporting community needs. By the next IE meeting, revised metrics and metric goals will be brought forward for discussion and voting to adopt.

REPORT/ DISCUSSION

V. **Feedback on the draft rubric to review Comprehensive Program Reviews**

Based on the results to the Employee Voice Survey deployed in Fall 2016, faculty and staff felt like they didn't receive adequate feedback on their Comprehensive Program Review (CPR). Thus, a task force is drafting a [CPR rubric](#), and may be used by the committee(s) designated to give feedback (e.g., Strategic Planning and Allocation of Resources Committee-- SPARC). IEC members were asked to give feedback by Friday to the task force.

VI. **Town Hall on the Citizenship ISLO**

Members and guests introduced themselves.

[Assessing Citizenship ISLO Spring 2017 handout was distributed](#). Members and guests worked in small groups to review the results and discuss "questions to consider" on page 15 of the handout.

Highlights of the shared findings:

- Reconciling the CCSSE self- assessment results with the assessment of student work was not easy. While both related to the same competencies, the specific actions associated with the competencies were different.
- One of the lowest CCSSE responses pertained to "participat[ing] in campus activity from culture other than mine;" only 24% "strongly agree/ agree." But how is "participation" gauged—simply swinging by, eating food associated with the culture, sitting through a presentation...?
- Discerning disproportionate impact was challenging. For instance, multi-ethnic students had a higher percentage of students at the no/ limited proficiency level, but how are we to "unpack" "multi-ethnic" to inform potential actions? Secondly, while there didn't seem to be disproportionate impact related to gender, females outnumbered males by a little over 50%.
- Not enough classes map up to active citizenship, and yet it's considered an important ISLO competency.
- It may be helpful to know which departments assessed which Citizenship ISLO descriptors.

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: March 19 (3rd Monday), and April 23. Keep an eye out for the revised Skyline College SLOAC Framework, about which members will give feedback.

NEXT REGULAR MEETING

The next regular meeting will be held on March 19, 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 4:05 p.m.

Minutes were approved by Member on March 19, 2018.