# Minutes of Institutional Effectiveness Committee
## Held on November 26, 2018
## Held in Building 6, Room 6-203

**Chairperson:**
Karen Wong

**Members Present:**
Steve Aurilio, Rachel Bell, Sara Benchohra, Amir Esfahani, Stephen Fredericks, Jacque Honda, Evan Leach, Zahra Mojtahedi, Gabriela Nocito, Nicole Porter, Suji Venkataraman

**Members Absent:** Grace Beltran, Wissem Bennani, Tony Brunicardi/ Jan Fosberg, Jim Houpis, Kwame Thomas

**Vacancies:** Academic Senate, Language Arts Second Representative

**Resource:**
Belinda Chan (Recorder)

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**GENERAL FUNCTIONS**

I.   **Call to Order**
     Karen Wong called the regular meeting to order at 2:10 p.m.

II.  **Approval of Agenda**
     A motion was made by Jacque Honda and seconded by Rachel Bell to approve the November 26, 2018 Agenda as written. Motion carried unanimously.

III. **Approval of Minutes**
     No change was proposed on the September 24, 2018 Minutes. Thus, the September 24, 2018 Minutes were approved as written.

**REPORT/ DISCUSSION**

I.   **Feedback on Education Master Plan**
     The Education Master Plan has been drafted and Jacque Honda is soliciting feedback campus-wide. The Committee was tasked to work in pairs to review the strategic goals within the Education Master Plan to ensure the success factors under each goal are appropriately and accurately tied. Below are suggested metrics for each goal:

     Goal 1: Student Completion
     - To include transfer data because completion data does not necessary include students who had transferred without a degree.
     - To include unit accumulation over different stages and until completion for first year students. It will help to identify if students are on track and if the numbers are aligned with California Community College Chancellor's Office (CCCCO) goals.
     - To include the number of courses assigning "zero cost" textbooks
     - To identify the percentage of students who are employed after graduation via a CTE survey

Goal 2: Transformative Teaching and Learning
- To include the number of Skyline College Promise recipients

Goal 3: Technology and Facilities
- To provide more specific detail about how building completion correlates with student success
- To include statistics on current and new spaces, such as percentage of smart or accessible classrooms

Goal 4: Internationalized Campus Community
- To provide a different metric to reflect the increase of internationalization of the college. An increased enrollment in international students population does not necessarily lead to an increased global conscience.
  - Does Curriculum Committee have a means to identify which course outlines promote a global conscience?
  - The number of students who participate in major programs/ classes designated for this purpose?
- Number of Study Abroad participants

Goal 5: Strong and Effective Campus Community Partnerships
- To include measurable factors for strategies listed under goal 5.

Goal 6: Fiscal Stability
- To place the bullet point "Increased funding for innovation" under Goal 7 instead of Goal 6 as it does not seem to relate.
- To list SPOL implementation under Goal 3 and Goal 5, where the indicator in Goal 3 is to measure the usage and effectiveness of using Annual Program Report (APP)/ Comprehensive Program Review (CPR)/ Administrative Leadership Unit Review (ALUR) submitted through SPOL, and the indicator in Goal 5 is to measure how the budget model helps the college to align its planning and budget allocation.

II. **Photo of the Committee**
Karen Wong and the Committee thanked Ryan Samn, Student Life and Leadership Assistance, for taking our photo. The photo will be published on the Institutional Effectiveness Committee website.

III. **Student Voice Survey Results about Students' Financial Challenges**
Zahra Mojtahedi presented key findings from the 2018 administration of the Student Voice Survey (an internal survey instrument) and the 2016 administration of the Community College Survey of Student Engagement (CCSSE) (an external survey instrument administered through collaboration with the Center for Community College Student Engagement at the University of Texas Austin). To begin, the audience was provided a refresher on the difference between the CCSSE and the Student Voice Survey, distinguishing the former as focused on student engagement and the latter focused on campus climate, equity, and students' sense of inclusion.

Committee members were given two minutes to fill out a "prediction (%)" exercise in response to the highlighted survey questions on the "IEC: Predictions Exercise" handout. They could then test their hypotheses against the survey results through structured discussions. With most of the results focused on questions related to the extent to which students' report challenges in having basic needs met, including

food and housing insecurity, committee members engaged in dialogue on their expectations versus the realities of the results, including on how disaggregation by characteristics such as race/ethnicity reveals equity gaps. Food insecurity question results were also explored in more detail, including the intersection of food insecurity and mental health, as well as the most common reasons respondents cited for not accessing the campus food pantry. The committee dialogue concluded with a focused discussion on what participants are doing in their roles to better support students, and included faculty-led discussion on how addressing basic needs in course syllabi may support students in becoming aware of college resources, including information for faculty in particular on the role of the Crisis Support Manager position on campus as a resource.

IV. **Feedback on the Accreditation Institutional Self Evaluation Report (ISER)**
The Institutional Self Evaluation Report (ISER) has been drafted and feedback from the college community at large is needed. Members reviewed one of the planning and research oriented sub-standards listed below and provided feedback via an online survey.

- I.A.2 – Uses Data
- I.B.1 – Dialogue
- I.B.3 – Institution Set Standards
- I.B.4 – Uses Data
- I.B.5 – Program Review
- I.B.8 – Broadly Communicate Results
- I.B.9 – Systematic Evaluation Planning
- I.C.3 – Communicates Academic Quality
- II.A.3 – SLOs Instruction
- II.B.3 – SLOs LSS
- II.C.2 – SLO Student Services

V. **Think/ Pair/ Share on what you'll bring back to your area**
Members were reminded to report back to their constituents about IEC agenda items that were of significance to them.

**ANNOUNCEMENTS**

VI. **Reminders for your divisions**
A. SLOAC Work Session on Friday, January 11, 2018, flex day, Location TBD – Rooms will be designated for SLOs and assessment, rubrics, analyzing and acting on results, and Tracdat/ Improve. Key resources are SLOAC coaches, an updated SLOAC Framework and website, and refreshments.

VII. **IE Committee Meetings**
Please designate the following Mondays for the 2018- 2019 Institutional Effectiveness Committee meetings from 2:10-4: January 28, February 25, March 25, and April 22.

**NEXT REGULAR MEETING**
The next regular meeting will be held on January 28, 2019 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 3:59 p.m.

Minutes were approved by Members on January 28, 2019.