



**Minutes of Institutional Effectiveness Committee/ Town
Held on April 22, 2019
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Grace Beltran, Sara Benchohra, Wissem Bennani, Vincent Chandler, Jan Fosberg, Stephen Fredericks, Evan Leach, Zahra Mojtahedi, Nicole Porter (via Phone), Kwame Thomas, Ingrid Vargas, Sujatha (Suji) Venkataraman

Guests Present (mainly for the Townhall Meeting):

Perry Chen, Jude Navari, Rhonda Wimmer. William Minnich

Members Absent:

Jim Bowsher, Gabriela Nocito

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:19 p.m.

II. Approval of Agenda

A motion was made by Sara Benchohra and seconded by Steve Aurillio to approve the April 22, 2019 agenda. Motion carried unanimously.

III. Approval of Minutes

No change was proposed on the March 25, 2019 Minutes. Thus, the March 25, 2019 Minutes were approved as written.

IV. Introduction

Ingrid Vargas, newly hired Dean of Planning, Research, and Institutional Effectiveness, introduced herself to the Committee, and members introduced themselves (including Nicole Porter, via the phone).

REPORT/ DISCUSSION

V. Institutional Goal Setting

The California Community Colleges Chancellor's Office (CCCCO) requires colleges to set institutional goals in the areas listed below to achieve the Vision for Success. For the College's goals, Ingrid Vargas proposed adopting those set by the CCCCCO as the aspirational goals to reach in five years. See the accompanying PowerPoint presentation that illustrates the College's trends and how these goals would look for the College.

1. Goal 1: Completion
 - To increase 20% of unduplicated degrees and/or certificate seekers combined in five years
2. Goal 2: Transfer
 - To increase transfer rate of students to 4-year universities by 35% in five years



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3. Goal 3: Unit Accumulation
 - To reduce unit accumulation by 9% for the AA/AS degree seekers in five years
4. Goal 4: Workforce
 - To increase employment in course/program related job field by 9% in five years
5. Goal 5: Equity
 - To reduce achievement gap by 40% in five years

ACTION ITEM

VI. Institutional Goal Setting

Stephen Fredricks made a motion that was seconded by Sara Benchohra to recommend that the Strategic Planning and Allocation of Resources Committee (SPARC) advise the College Governance Council (CGC) to adopt the California Community College Chancellor Office's (CCCCO's) Vision for Success goals as proposed.

REPORT/ DISCUSSION

VII. Scorecard Update

In relation to the Institutional Goal Setting, Zahra Mojtahedi shared with the Committee that the Scorecard is in Phase II of the updating process. The updates will include the following:

- The College's local metrics will align with the CCCCCO Vision for Success metrics. However, some of the College's will be cohort-based.
- The terminology will change to align with the language used by the Accrediting Commission for Community and Junior Colleges (ACCJC). The current "short-term goal" will be changed to "institutional set standard," which is what the College should not fall below. "Long-term goal" will be changed to "stretch goal," which is aspirational within a given time frame.
- For completion, a "unit accumulation" metric will be added.

Goal setting and changes to the Scorecard will continue through the summer so that the data in the fall will include the standard 1.5 years data. The revised Scorecard will be available for review in early fall 2019.

VIII. Institutional Self Evaluation Report (ISER) Update: The Review and Approval Process

William Minnich, one of the Tri-Chairs of the Accreditation Steering Committee, provided an update of the Institutional Self Evaluation Report (ISER) to the Committee. See the [2019 ISER Rollout slides](#) for more details.

TOWNHALL MEETING (3:00 p.m. to 4:00 p.m.)

IX. Analysis of the Lifelong Wellness ISLO Results

Perry Chen, Rhonda Wimmer, and Jude Navari joined the ISLO Townhall Meeting.

Hard copies of [Assessing the Lifelong Wellness ISLO: Fall 2017](#) and [Spring 2019: CCSSE and the Lifelong Wellness ISLO](#) were provided to those who did not have a digital device to view them on.

Everyone was given five minutes to study the lifelong wellness ISLO data and fifteen minutes to work in groups of three to discuss the questions about the data listed on page 12 of [Assessing the Lifelong Wellness ISLO: Fall 2017](#).

Some highlights and findings through small group discussion were the following:



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- Age 18 – 22 seems to be less proficient compared to the older groups, which may be because they're still coming into their own.
- Freshly graduated high school students tend to be less engaged in class. This observation led to a discussion of how to foster more participation, such as welcoming students to participate by calling on them, using different modalities as a means to participate (such as poster walk-arounds), being explicit with how to communicate in classroom settings and inviting students to set the parameters, and working in small groups before addressing the class as a whole.
- Another discussion centered on how to foster a healthy student-faculty relationship to support learning. Touching base with each student is one means, and yet another is bringing them to the service area and introducing them to individual staff there.

X. Think/ Pair/ Share on what you'll bring back to your area

This item was not discussed, but Members were reminded to share major news from today's meeting with their respective areas.

ANNOUNCEMENTS

XI. IE Committee Meetings

Karen thanked members for their service on the Institutional Effectiveness Committee (IEC) and encouraged them to continue to serve next year. Should any member not be able to participate in 2019/20, please recruit someone to serve in their stead and/or notify Karen of their likely replacement. The eight meeting days in 2019/20 are scheduled on the following Mondays from 2:10 p.m. to 4:00 p.m.: August 26, September 23, October 28, November 26, 2019; January 27, February 24, March 23, and April 27, 2020

NEXT REGULAR MEETING

The next regular meeting will be held in fall 2019 on August 26, 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 4:01 p.m.

Minutes were approved by Members on August 26, 2019.