**Minutes of Institutional Effectiveness Committee**
**Held on November 25, 2019**
**Building 6, Room 6-203**

**Chairperson:**
Karen Wong

**Members Present:**
Steve Aurilio, Rachel Bell, Wissem Bennani, Erik Ferroggiaro, Zahra Mojtahedi, Gabriela Nocito,
Danni Redding-Lapuz, Pcyeta Stroud, Kwame Thomas, Sujatha (Suji) Venkataraman

**Guests Present:**
Carlos Colombetti (Faculty, Philosophy), Barbara Corzonkoff (Faculty, BESM), Maryam Khan (Faculty,
Engineering), Carol Liu (General Public/Former student), Scott Mansfield (Classified, Administrative Services),
Elayne Rodriguez (Faculty, Respiratory Care), Lori Lisowski (Faculty, Library)

**Members Absent:**
Vincent Chandler, Tony Brunicardi/ Jan Fosberg, Stephen Fredericks, Evan Leach, Ingrid Vargas, Academic
Senate Representative (vacant), Classified Senate Representative (vacant)

**Resource:**
Belinda Chan (Recorder)

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**GENERAL FUNCTIONS**

I. **Call to Order**
Karen Wong called the regular meeting to order at 2:13 p.m.

II. **Approval of Agenda**
Karen Wong proposed to remove the action item titled "Adopt the Skyline College Scorecard" from
November 25, 2019 Agenda to allow Members to bring back to their respective areas for discussion prior
to voting at the next meeting. A motion was made by Rachel Bell and seconded by Pcyeta Stroud to
approve the amended November 25, 2019 Agenda. Motion carried unanimously.

III. **Approval of Minutes**
No amendment proposed to the September 23, 2019 Minutes. The Minutes were approved as written.

**REPORT/ DISCUSSION**

IV. **Skyline College Scorecard**
The draft Skyline College Scorecard is the next iteration of the Balanced Scorecard, an archived annual
report showing if Skyline College had met benchmarks connected to the college's goals. However, the
metrics listed in the Balanced Scorecard were not very robust or actionable. Thus, it is being replaced by
the Skyline College Scorecard.

Much of the data used in the Skyline College Scorecard is generated from the institutional database to
support evaluation of the Comprehensive College Redesign. The Scorecard includes cohort-based and
non-cohort-based data. The metrics for the cohort-based students, in this case first-time full and part-
time students, includes student educational plan (SEP) completion in their first year, transfer level math

and English completion within the first year, retention rates by term and by year, units earned toward a degree or certificate, and completion of a degree or certificate within three years. Metrics of non-cohort-based students included headcounts of degree and certificate completers, headcounts of UC and CSU transfers, and course completion rates.

Please refer to [Skyline College Scorecard Outcomes slides](#) for details about current outcomes.

**V. Informing Your Constituents about Institutional Effectiveness Committee meeting**
Members will discuss the Scorecard with their constituents and identify goals. Office of Planning, Research, and Institutional Effectiveness (PRIE) will draft a one-page talking note pertaining to Scorecard to help facilitate discussions..

## ANNOUNCEMENTS

**VI. A. Student Learning Outcomes (SLOs) and Assessment Resources**
Faculty may reach out to the below listed individuals for SLOs assistance:

BEPP: Suji Venkataraman, Ronda Wimmer
COUN/ SS: Melissa Komadina
LA: Lindsey Ayotte, Michael Cross, Lucia Lachmayr
SMT: Rick Hough
SS/CA: Tiffany Schmierer, John Skovgaard

**B. Student Learning Outcomes and Assessment Cycle (SLOAC) Academy**
The inaugural SLOAC Academy will be held on the following three flex days, each a two-hour workshop:

January 10, 2020: Crafting Student Learning Outcomes (SLOs)
March 5, 2020: Designing Assessment Plans to Strengthening Student Learning
March 27, 2020: Analyzing and Acting on Assessment Results

Please see [SLOAC Academy](#) for more details, and spread the word!

**C. Survey Participation**
A survey pertaining to strengthening participatory governance process from the perspective of committee chairs and membership will be conducted. All committee members are highly encouraged to participate to produce a higher response rate for future improvement.

**VII. Meeting Dates**
The meeting days in 2019/20 are scheduled on the following Mondays from 2:10 p.m. to 4:00 p.m.:
January 27, February 24, March 23, and April 27, 2020.

## REPORT/ DISCUSSION

**I. Town Hall Discussion on Critical Thinking ISLO Results**
Guests and committee members introduced themselves and broke into four groups. Two groups discussed the Critical Thinking ISLO results, and the other two groups discussed the Community College Survey of Student Engagement (CCSSE) results pertaining to critical thinking. After 20 minutes of group work, participants shuffled into a new group with representatives from each of the earlier four groups to discuss the overall Critical Thinking ISLO results.

Below are some of the highlighted findings:

- The CCSSE survey
  - Over time, the College has increased opportunities for students to engage in critical thinking oriented tasks.
  - Students may not understand survey items, such as "synthesizing…information," so their response to a given statement may be inaccurate. Students might not know that they were performing the activities/exercises that were being asked.

- Assessment of student work
  - Men, African American, and Hispanic students are among the lower performing. The results suggest that more professional development pertaining to culturally relevant pedagogy is needed.
  - Concern was expressed about results for the "unknown" demographic. For gender, the binary female/male may be problematic. Unfortunately, demographic information is extracted from Banner, so it's limited to what students enter on their CCC Apply application.
  - The results are not widely representative since they are limited to the disciplines that participated in the assessment.

## NEXT REGULAR MEETING
The next regular meeting will be held on January 27, 2020 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 4:04 p.m.

Minutes were approved by Members on January 27, 2020.