Minutes of Institutional Effectiveness Committee
Held on January 27, 2020
Building 4, Room 4-301

Chairperson:
Karen Wong

Members Present:
Steve Aurilio, Rachel Bell, Wissem Bennani, Vincent Chandler, Erik Ferroggiaro, Jan Fosberg,
Stephen Fredericks, Evan Leach, Zahra Mojtahedi, Gabriela (Gaby) Nocito, Ingrid Vargas,
Sujatha (Suji) Venkataraman

Guests Present:
Denise Hum (Professor of Math), Rolin Moe (Dean of Academic Support and Learning Technologies)

Members Absent:
Danni Redding-Lapuz, Pcyeta Stroud, Kwame Thomas, Academic Senate Representative (vacant),
Classified Senate Representative (vacant)

Resource:
Belinda Chan (Recorder)

GENERAL FUNCTIONS

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

II.   Approval of Agenda
A motion was made by Erik Ferroggiaro and seconded by Gaby Nocito to approve the amendments on the January 27, 2020 Agenda. Motion carried unanimously.

III. Approval of Minutes
No amendment proposed to the November 25, 2019 Minutes. The Minutes were approved as written.

REPORT/ DISCUSSION

IV.   Skyline College Scorecard
Continuing the conversation from the last meeting, Zahra Mojtahedi presented the phase one version of the Skyline College Scorecard with goals that were set for 17-18 and compared it to actual 17-18 Scorecard outcomes. Highlighted trends include:

- First-time students enrolling full-time are making up a higher share of the first-time student cohort.
- Online enrollment is steady and increasing over the last five years despite declining enrollment overall.
- Both Fall to Spring and Annual (fall to spring to subsequent fall) retention among first-time full-time students has declined since 2015, falling short of 17-18 goal.
- UC and CSU transfer counts are increasing despite declining enrollment over the last five years.

Ingrid Vargas presented the updated version, which was reformatted and has new goals. She highlighted the following:

- For formatting, summary facts are on page one.
  - Overall course completion is going up, so our goals will mirror this upward movement.
  - Online course completion also is going up but not as much as overall course completion. Goals mirrored this pattern and were set to decrease the gap between the two modalities.
  - The number of hybrid courses has decreased; it's difficult to discern trends with such a small number. So, the goals are to at least maintain the current results.
  - Transfer goals are determined from the CCCCO Vision goals, which is quite aspirational at a 35% increase over 3 years, despite overall declining enrollment. It makes more sense for the goal to be proportional, but our metric and goal will match that of the CCCCO's.
  - The median number of units for degree completers has decreased. The College will continue to strive for decreasing units.

- Cohort based – first-time full-time students-- data is on page two.
  - These students enter college with no units, and tend to be more traditional aged. While this group is increasing at 20% of the overall population, the vast majority of students are left out of these cohort metrics.
  - For completion of the Student Education Plan (SEP) Skyline is nearing 100%, The SEP metric may be replaced with the more meaningful Comprehensive SEP metric going forward. Fall- spring and retention are decreasing and warrant further inquiry. Does this pattern mirror statewide trends? Is it true across all ethnicities? Across every major? Might the implementation of AB705 have played a role?
  - Enrollment in basic skills Math and English is nearing zero. Enrollment and completion of transfer level Math and English within one year have increased markedly as a result of AB 705.

Members may submit comments to the Office of Planning, Research, and Institutional Effectiveness (PRIE).

ACTION ITEM
V. Recommendation of the Skyline College Scorecard to SPARC
A motion was made by Stephen Fredericks and seconded by Jan Fosberg to adopt the updated Skyline College Scorecard and recommend it to the Strategic Planning and Allocation of Resources Committee (SPARC) to recommend to the College Governance Council (CGC). Motion carried unanimously.

REPORT/ DISCUSSION
VI. Student Learning Outcomes Assessment Cycle
See the Authentic and Sustainable Classroom S.L.O. Assessment slides.

Members worked in pairs to discuss what made an assessment authentic and sustainable. Below are members' observations.

Authentic:
- Assessment is aligned with student learning outcomes
- Assessment is a major assignment/ task
- Task requires students to establish a position and support it, not just echo

- Rubric with common criteria is used in all sections of the course
- All sections of the course participate in the assessment
- Students see their scores
- Faculty discuss results
- Assignment can be more "authentic" if it is assigned prior to final exams so students can reflect and improve on their learning

Sustainable:
- Grade and assess concurrently
- Rubrics can make grading and assessing more efficient
- For larger classes or courses with multiple sections, can conduct random sampling

VII. Note to Members' Constituents pertaining to the IEC Meeting
This item was not addressed due to lack of time.

ANNOUNCEMENTS
VIII. Participatory Governance Processes Survey
The President Work Group (PWG) on the Participatory Governance and Committee Structure is underway. The survey was sent out via email from the Office of Marketing, Communications, and Public Relations. Karen Wong reinforced the importance of responding to the survey and highly encouraged members to provide feedback and comments. Due to a very engaging discussion on The Scorecard, the survey could not be taken during the last fifteen minutes of the committee meeting time as planned.

IX. Student Learning Outcomes and Assessment Resources
A. Assistance available in departmental and individual contexts from SLOAC coaches. Please contact Karen Wong for assistance.

B. Improve (formerly TracDat) training on Friday, February 21, 2020, from 2:00 p.m. to 4:00 p.m. in Room 8-119.

C. Please designate the following Mondays for the 2019/2020 IE Committee meetings that typically take place on the fourth Mondays from 2:10 to 4:00 p.m. in **Room 4-301**: February 24, March 23, April 27. Outlook invitations were sent.

NEXT REGULAR MEETING
The next regular meeting will be held on February 24, 2020 in Room 4-301 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT
There being no further business, the meeting was adjourned at 4:00 p.m.

Minutes were approved by Members on February 24, 2020.