



**Institutional Effectiveness Committee Agenda**  
**February 14, 2022, 2:10- 4 / via Zoom. - <https://smccd.zoom.us/j/81437528416>**

Chairs: Chris Gibson, Dean of Language Arts

Karen Wong, Coordinator of Institutional Effectiveness, PRIE

Rika Yonemura-Fabian, Academic Senate

Members: Joseph Adams, Strategic Partnerships & Workforce Development Representative

Steve Aurilio, Social Sciences/ Creative Arts Representative

Grace Beltran (on leave), Business, Education, and Professional Programs Representative

Kevin Corsiglia, Kinesiology, Athletics and Dance Representative

Michael Cross, Language Arts Representative

Ricardo Flores, Classified Senate Representative

Stephen Fredricks, Science, Technology, Engineering & Math Representative

Andrea Fuentes, Academic Support and Learning Technology Representative

Tara Grover, Associated Students of Skyline College Representative

Jenny Le, Student Services Counseling Representative

Evan Leach, Science, Technology, Engineering & Math Representative

Zahra Mojtahedi, Planning, Research, and Institutional Effectiveness Representative

Ellen Murray, Student Services Counseling Representative

Athena Nazario, Academic Support and Learning Technology Representative

Ruben Parra, Business, Education, and Professional Programs Representative

Kim Saccio, Student Equity & Support Programs/ Academic Senate Representative

Chantal San Felipe, Associated Students of Skyline College Representative

Christina Shih, Social Sciences/ Creative Arts Representative

Ariackna Soler/ Claudia Acevedo, Enrollment Services Co-Representatives

Ingrid Vargas, Dean of Planning, Research and Institutional Effectiveness

Russell Waldon, Dean of Global Learning Programs and Services

Chikako Walker, College Management Council/ International Student Program Representative

Vacant: Language Arts

Recorder: Becky Threewit, PRIE (Recorder)



**Action Item**

<b>Topics</b>	<b>Presenters</b>	<b>Time</b>
I. Approve Agenda	Yonemura-Fabian	2 min.
II. Approve January 31 Minutes	Yonemura-Fabian	2 min.

**Reports/ Discussions**

<b>Topics</b>	<b>Presenters</b>	<b>Time</b>
III. Program review presentation guidelines and post-presentation engagement	Yonemura-Fabian	20 min.

**Action Item**

<b>Topics</b>	<b>Presenters</b>	<b>Time</b>
IV. Vote on the program review presentation guidelines	Members	5 min.

**Reports/ Discussions**

<b>Topics</b>	<b>Presenters</b>	<b>Time</b>
V. Effective Communication ISLO descriptors and rubric feedback, including the timeline for review and adoption	Wong & Members	20 min.
VI. Consultations with the 2021-2022 Cohort A. If you need more time to finalize feedback, please do so by Feb. 28. It will be sent to the CPR program staff and dean.	Gibson & Members	60 min.

**Announcements**

- Topics**
- VII. Inform your division about the proposed changes to the Effective Communication ISLO descriptors and rubric, which the IEC will follow up with at the March 21 meeting for eventual adoption. Also follow up with the college-wide announcement so people can provide online feedback on the existing rubrics.
- VIII. Optional: Attend the Curriculum Committee’s “Curriculum Mystery” workshop on April 6, 2:10 – 4 (Outlook invitations were sent)



## **Topics**

IX. IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: February 28, March 7 & 21 (1<sup>st</sup> and 3<sup>rd</sup> due to spring break), April 11& 25, May 9. Outlook invitations were sent.