

**Minutes of Institutional Effectiveness Committee**  
**Held on October 11, 2021, 2:10 p.m. - 4:00 p.m.**  
**Zoom: <https://smccd.zoom.us/j/81437528416>**

**Chairpersons:**

Karen Wong, Rika Yonemura-Fabian

**Members Present:**

Steve Aurilio, Grace Beltran, Vincent Chandler, Kevin Corsiglia, Michael Cross, Ricardo Flores, Andrea Fuentes, Tara Grover, Jenny Le, Evan Leach, Alexa Moore, Ellen Murray, Zahra Mojtahedi, Ruben Parra, Kim Saccio, Chantal San Felipe, Christina Shih, Ariackna Soler, Ingrid Vargas, Russell Waldon

**Member Absent:**

Claudia Acevedo, Chris Gibson, Stephen Fredricks, Athena Nazario

**Resource:**

Belinda Chan (Recorder)

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**GENERAL FUNCTIONS**

**I. Call to Order**

Rika Yonemura-Fabian called the regular meeting to order at 2:12 p.m.

**II. Approval of Agenda**

A motion was made by Ruben Parra, which was seconded by Steve Aurilio, to approve the October 11, 2021 Agenda. Motion carried unanimously.

**III. Approval of Minutes**

A motion was made by Andrea Fuentes, which was seconded by Ellen Murray, to approve the September 27, 2021 minutes as written. Motion carried unanimously.

**REPORT/ DISCUSSION**

**IV. Institutional Student Learning Outcome Updating**

Members were asked to name the five ISLOs, which are Citizenship, Critical Thinking, Effective Communications, Information Literacy, Lifelong Wellness.

The ISLOs and rubrics will be reviewed and updated in the next two to three semesters to anticipate the shift to assessing an ISLO per year, with degree bearing programs assessing at least one course that aligns with the ISLO – a plan that was approved last year. Presently some ISLOs are being piloted, including the Information Literacy ISLO and the creativity addition to the Critical Thinking ISLO, the latter of which was approved last spring to be piloted.

A [proposal to integrate creativity](#) beyond critical thinking into the other ISLOs was shared via [video](#).

Members' feedback is summarized below:

- It fills the gaps and meets needs of the 21<sup>st</sup> Century.
- It is a well-thought out proposal.
- A concern was expressed that the proposal mainly arose from the Arts, and that it is a competency mainly reinforced in the Arts. Others disagreed, pointing out how creativity takes place in other disciplines, including the current pilot in which faculty from different disciplines are participating.

## ACTION ITEM

### V. Vote on recommending which creativity additions to the ISLOs be piloted

Kim Saccio made a motion, which was seconded by Evan Leach, to recommend creativity to be added to additional ISLOs as pilot. Motion carried with two abstentions.

## REPORT/ DISCUSSION

### VI. Presentations as a Culminating Experience

Members were reminded to consider [the purpose of the presentations](#), and whether those purposes could be best achieved by the presentation, or if not, what options they'd propose.

Members' feedback from their constituent groups on the culminating experience included:

- to have a guideline for the presentation so there's a standardized format;
- to have the presentations on a flex day.
  - But flex days are reserved for professional development activities, not these types of presentations.
- to make sure administrators are present for the presentations (the proposal explicitly addresses this point);
- to make presentations optional.

## ACTION ITEM

### VII. Vote on presentations as a culminating experience

Michael Cross made a motion, which was seconded by Vincent Chandler, to recommend that the CPR presentations be required, given its purposes. Motion carried with two abstentions.

## REPORT/ DISCUSSION

### VIII. Written formative feedback as rubric or checklist

Formative feedback as a rubric or checklist were presented.

Members' comments included the following:

- The format does not matter very much as long as thorough feedback can be provided.
- The checklist enables you to record feedback in relation to specific areas of the CPR instead of waiting for commendations and recommendations at the end.
- It would help to have training on providing this written feedback.

## ACTION ITEM

### IX. Vote on written formative feedback as rubric or checklist

Ricardo Flores made a motion, which was seconded by Ellen Murray, to vote on either the rubric or checklist to provide programs written feedback.

Thirteen out of twenty (65%) of members voted in favor of the checklist, five out of twenty (25%) voted in favor of rubric and two out of twenty (10%) abstained. Thus, the checklist will be the tool to provide written formative feedback to Comprehensive Program Review (CPR) teams.

## REPORT/ DISCUSSION

### X. Comprehensive Program Review Consultation Schedule

The CPR consultation schedule was presented, as requested at the last meeting:

- Oct. 11 & 25 – Review Program Data Packet
- Nov. 8 – Engage in dialogue with CPR Program Staff about program goals, rationales, and

implementation steps

- Jan. 31 – Review CPR Draft
- Feb. 14 – Provide oral and written feedback to CPR Program Staff

**XI. District Request for Input on Facilities for the District/Campus Facilities Master Plan (FMP)**

The San Mateo County Community College District (SMCCCD) is collecting feedback on facilities for the FMP. IEC Members were invited to provide feedback through a google doc by 9am on October 12, 2021, when the Tri-Chairs are scheduled to meet with them.

**XII. Program Data Packets in Dropbox**

Zahra Mojtahedi presented the program data packets that are available in the designated Drop Box folder. Members also checked their accessibility to the assigned Drop Box folders; Ricardo reached out to ITS for help on their behalf.

**ANNOUNCEMENTS**

**XIII.** Annual Resource Requests are due by November 15. Programs should work with their deans to add items to the spreadsheet. Resource requests needs to be associated with goals and implementation steps that are referenced in program reviews.

**XIV.** The IEC meetings are held on the second and fourth Mondays except when indicated, from 2:10 – 4pm: October 25, November 8 & 22, January 31, February 14 & 28, March 7 & 21 (1st and 3rd Monday due to spring break), April 11 & 25, and May 9. Outlook invitations were sent.

**NEXT REGULAR MEETING**

The next regular meeting will be held on October 25, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

**ADJOURNMENT**

No further business was discussed. A motion was made by Ruben Parra, which was seconded by Andrea Fuentes to adjourn the meeting. The October 11, 2021 meeting was adjourned at 4:00 p.m.

Minutes were approved by Members on October 25, 2021.