

Minutes of Institutional Effectiveness Committee
Held on October 25, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/81437528416>

Chairpersons:

Chris Gibson, Karen Wong, Rika Yonemura-Fabian

Members Present:

Claudia Acevedo, Steve Aurilio, Vincent Chandler, Kevin Corsiglia, Michael Cross, Ricardo Flores, Andrea Fuentes, Tara Grover, Jenny Le, Evan Leach, Ellen Murray, Zahra Mojtahedi, Athena Nazario, Ruben Parra, Kim Saccio, Chantal San Felipe, Christina Shih, Ingrid Vargas, Russell Waldon

Member Absent:

Grace Beltran, Stephen Fredricks, Alexa Moore, Ariackna Soler

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

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

II. Approval of Agenda

The IEC Tri-Chairs recommended switching the order of items VI and VII. A motion was made by Michael Cross, which was seconded by Ruben Parra, to approve the October 25, 2021 Agenda with the proposed change. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Ellen Murray, which was seconded by Andrea Fuentes, to approve the October 11, 2021 minutes as written. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Institutional Student Learning Outcome (ISLO) Assessment Schedule

A new ISLO assessment schedule was proposed in order to complement the People's College Initiative (PIC), specifically civic engagement. Efforts in that area may impact the criteria on the rubric pertaining to active citizenship. Members were asked to share the updated schedule with their constituent groups since programs will submit a new calendar of assessment that aligns with the ISLO schedule next semester. See [Institutional Student Learning Outcomes Changes](#) slides for details.

ACTION ITEM

V. Vote on the College enacting the proposed ISLO schedule

Michael Cross made a motion, which was seconded by Chris Gibson, to recommend on the College enacting the proposed ISLO schedule. Motion carried unanimously.

REPORT/ DISCUSSION

VI. Review the Effective Communication ISLO, to be voted on at the November 22 IEC meeting

The Effective Communication (EC) ISLO and rubric will need to be updated to anticipate its assessment next fall. Members were invited to provide feedback via google docs. Members are also encouraged to invite their constituents to review and weigh in as well.

Some comments on the Effective Communication ISLO rubric were highlighted below:

- To move away from the branded “Intergroup Dialogue” and instead define with our terminology.
- To include more competencies, such as listening to different perspectives.
- To go beyond arriving at “shared meaning” and instead share with respect, even when disagreements occur.
- To review how EC intersects with and complements the Citizenship ISLO, particularly around intergroup relations.

VII. Familiarize yourself with the program through its data packets

Members, in their CPR groups, reviewed data packets relating to their assigned program. Some questions to keep in mind when reviewing the data, include:

- How do the course success rates overall compare to the college success rates?
- What have you learned from reviewing the overall and disaggregated data?
- Is there any equity gap, using the [80% rule](#)?

VIII. Review the CPR Checklists, to be voted on at the Nov 22 IEC meeting

CPR Checklists for both instructional and student/learning support services programs were shared. Thanks to Ellen Murray and other student services staff who weighed in on the S/LSS checklist.

Members were invited to review and post feedback on the checklist that will be used to give programs formative feedback on their CPRs. IEC Tri-Chairs thanked members for their immediate feedback and asked them to encourage their constituents to weigh in as well.

ANNOUNCEMENTS

- IX. Annual Resource Requests are due by November 15. Faculty/staff should work with their deans to add items to the spreadsheet. Resource requests need to be associated with a goal and implementation step that are referenced in program reviews.
- X. The IEC meetings are held on the second and forth Mondays except when indicated, from 2:10 – 4pm: 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 November 8, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

No further business was discussed. A motion was made by Ellen Murray, which was seconded by Ruben Parra, to adjourn the meeting. The October 25, 2021 meeting was adjourned at 3:56 p.m.

Minutes were approved by Members on November 8, 2021.