



**Minutes of Institutional Effectiveness Committee**  
**Held on October 24, 2022, 2:10 p.m. - 4:00 p.m.**  
Zoom: <https://smccd.zoom.us/j/82162078771>

**Chairpersons:** Karen Wong, Ame Maloney

**Members:** Vincent Chandler, Perry Chen, Michael Cross, Ellen Murray, Ricardo Flores, Andrea Fuentes, Lucy Jovel, Evan Leach, Zahra Mojtahedi, Alexa Moore, Christina Shih, Stephen Fredricks, Jonathan Scott, Ingrid Vargas, Suji Venkataraman, Stephanie Wells

**Members Absent:** Steve Aurilio, Chris Gibson, Russell Waldon

**Guest:** Wendy Lee

**Resource:** Becky Threewit (recorder)

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### **GENERAL FUNCTIONS**

**I. Call to Order**

Ame Maloney called the regular meeting to order at 2:14 p.m.

**II. Approval of Agenda**

A motion was made by Zahra Mojtahedi and seconded by Andrea Fuentes to approve the October 24, 2022 agenda. The motion was unanimously approved.

**III. Approval of Minutes**

A motion was made by Ellen Murray and seconded by Michael Cross to approve the October 10, 2022 minutes. The motion was unanimously approved.

### **REPORT/DISCUSSION**

**IV. Information Literacy ISLO:**

Andrea Fuentes reviewed the proposed revision of the Information Literacy ISLO. The new language pertaining to the “Diverse Views” descriptor was revised to be less absolute.

**V. Vote on recommending that the College adopt the revised Information Literacy ISLO:**

Karen Wong shared a poll on whether to take the new revision to the College Governance Council for approval. The poll garnered unanimous approval.

**VI. CPR Share-out: Ongoing Discussion and Solicitation from Constituents:**

Ame Maloney led discussion pertaining to the CPR “share-out.” She began with a [brief summary](#), reinforcing that people who attended the CPR presentations in the past generally do value the information that they've gotten from them. The question is regarding *how* that information can be best shared out. When asked what members have heard from their constituents or otherwise, below are some of the comments:

*In the past, team members were “traumatized and worried” about sharing their work. When supervisors were present, team members didn’t feel free to be honest about their experiences for fear of being criticized or judged. Perhaps create a “listening space” to ask employees how we can best support them in reducing the effects of their past trauma.*

*How should we deal with the “afterlife” of the presentations? Can we collect feedback, then use flex time to address responses to CPR presentations (for instance, to inform professional development workshops)? Otherwise, the rapid-fire nature of the presentations does not leave enough time for substantive response and feedback.*

*From Chat: “I would suggest we continue to offer the presentation either remotely, or via hybrid, to increase likelihood of max attendance.” [In response to hearing that over 70 people attended each CPR presentation day last semester, which was held over zoom.]*

IEC members were asked to solicit input on the CPR format with their constituents, referencing the slides. Further discussion will take place at the next meeting, and then a proposal will be put to the vote at the last meeting of the semester. Whatever is approved will be in place for three years to try it out, and then revisit as needed.

## **VII. Program Review Goals: Prepping for the Third Consultation:**

Karen Wong led a presentation to prepare IEC CPR teams for the next consultation, which is focused on program goals. Karen provided a definition of goals relevant to our work: “A statement of intended outcomes or results.” Members were encouraged to abide by the S.M.A.R.T goal approach with their own program as well as the CPR program they’re supporting, and to align their program’s work with that of the College, District, and California Community College Chancellor’s Office. Committee members reviewed examples of potential goals in order to better distinguish between goals and implementation steps. View Karen’s slides [here](#).

## **VIII. Scorecard Dashboard:**

Ingrid Vargas provided a tour of the [Skyline College Scorecard](#) dashboard. She showed how to use the dashboard to track cohort data, and to analyze progress on each major milestone as a means to identify and address the challenges students face. She also showed that retention rates have been going down ever since the pandemic. Yet also more students have been earning their degree in two, three, and four years. She then opened the floor to committee questions:

*Instead of SAP reports, can individuals have program specific tableau dashboards with firewalls?* No firewalls since as a public facing institution the data should be readily available.

*Can Zero Textbook Cost course and student data be incorporated into tableau dashboards?* Yes.

*Can we add age as a filter? Yes. Promise Scholars Program participants as a filter? Yes. Dual Enrollment participants as a filter? Yes, and PRIE also would like to create a Dual Enrollment dashboard.*

## **ANNOUNCEMENTS**

- IX.** SLOs and assessment, program review, and resource requests will be documented and submitted via the upgraded Improvement Platform, also known as the Platform. User guides and some user videos are available on the SLOAC website. Staff who need user access should secure approval from their dean and then forward the approval to Karen Wong.
- X.** IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: November 14 & 28, January 23, February 13 & 27, March 6 & 20 (1st and 3rd due to spring break), April 10 & 24, May 8. Outlook invitations were sent.

## **ADJOURNMENT**

With no further business, the meeting ended at 3:35pm.