



**Minutes of Institutional Effectiveness Committee
Held on November 28, 2022, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/82162078771>**

Chairpersons: Karen Wong, Chris Gibson, Ame Maloney

Members: Steve Aurilio, 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, Russell Waldon, Ingrid Vargas, Suji Venkataraman, Stephanie Wells

Members Absent: Ingrid Vargas

Guests: Wendy Lee

Resource:
Becky Threewit (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 Ame Maloney and seconded by Lucy Jovel to approve the November 28, 2022 agenda. The motion was approved.

III. Approval of Minutes

A motion was made by Chris Gibson and seconded by Stephen Fredricks to approve the November 14, 2022 minutes. The motion was approved.

REPORT/DISCUSSION

- IV.** Committee Chair Karen Wong asked the committee to remind faculty and staff to encourage students to take the Skyline College Student Voice Survey.

She also informed the committee that the College Governance Council unanimously approved the College's adoption of the revised Information Literacy and Lifelong Wellness ISLOs.

- V.** Committee Chair Ame Maloney led a conversation about the changes to the [CPR "Share Out" component](#). Ame then provided the committee with three options for the share-out format.

Option 1: No change from current format.

Option 2: Each program shares out for 10-12 mins in preferred format, with Q&A.

Option 3: A facilitated panel discussion engaging reps of the CPR programs.

Concerns were expressed about how to prepare for an open-ended conversation. Some solutions were brought forward by the group:

- Multiple committee members favored the use of an “executive summary” no matter the format.
 - Supplement the panel with an ONLINE slide/ one-pager walk through so highlights of each CPR can be previewed prior to the discussion.
 - A poster can be hung in public places for the larger campus community to view, like a poster presentation at a conference.
 - Multiple committee members were concerned that presenting from a poster or one-pager will essentially be no different from a PowerPoint presentation.
- Presenters can be provided the questions ahead of time in order to be better prepared for the panel discussion.
- Committee Chair Chris Gibson confirmed that there is no rubric for the CPR, and that we want to emphasize that the CPR is not evaluative. The oral component is a “low stakes share out.”
- After the CPR Share Out vote, Committee Chair Ame Maloney, Ricardo Flores, Suji Venkataraman and Karen Wong volunteered to serve on a task group to flesh out how to operationalize it.

ACTION ITEMS

VI. CPR Share-out Format Vote:

The committee voted on the CPR Share-out form and modality. The committee was split 50/50 with half of the committee favoring a facilitated panel discussion and half favoring a face-to-face poster session with a circulating audience.

The committee went on to vote in a runoff poll for the two preferred options. 58% (11/19) favored the facilitated panel discussion.

VII. CPR Share-out Modality Vote:

Committee members were given the option for CPR share-outs to be fully in-person, online via Zoom, or hybrid. 60% (12/20) voted for a hybrid modality.

VIII. Accrediting Commission for Community and Junior Colleges Vote:

Committee members voted on the proposed ACCJC goals. Except for the two abstentions, 91% recommended that the goals be approved by the College Governance Council. The goals can be viewed [here](#).

REPORT/DISCUSSION

IX. 2023-24 CPR Assignments:

Chris Gibson provided the [CPR teams](#) for the 2023-2024 cohort. Committee Chair Chris Gibson provided a [Google doc](#) with each 2023-2024 CPR Program’s notes.

ANNOUNCEMENTS

- X. IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: 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 3:42 pm.