

# **INSTITUTIONAL EFFECTIVENESS COMMITTEE**

**August 28, 2023**

# “POPCORN” CONNECTIONS



Image from Dreamstime

- 1) Name and position
- 2) Area you represent
- 3) Something you did to refresh for the fall semester

# GATHERING SPACE NORMS

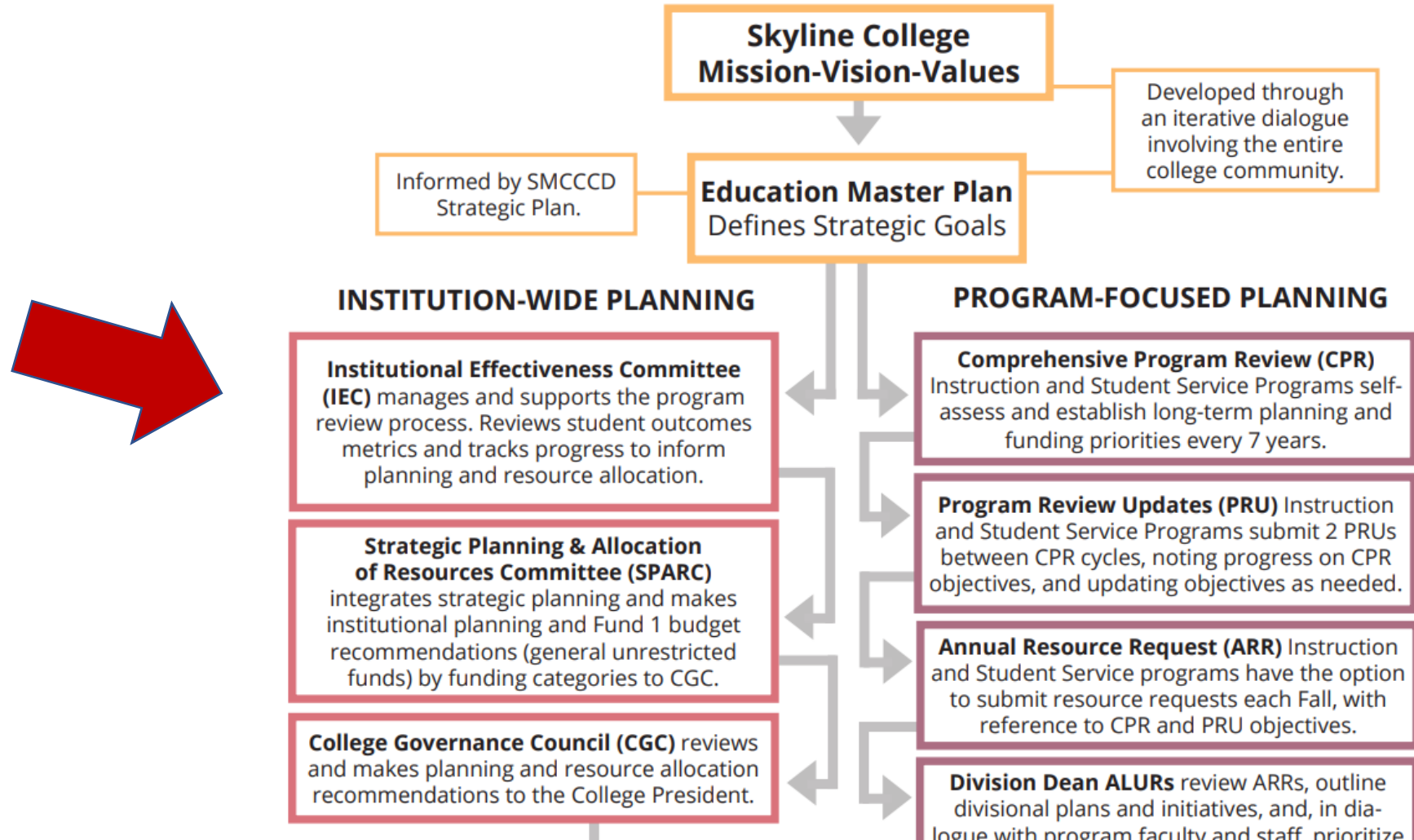
What are the most relevant “norms” to our committee?

Place your top two in the Chat.



# INTEGRATED PLANNING

## Skyline College Integrated Planning and Resource Allocation Model



# IEC CHARGE

The Institutional Effectiveness Committee is charged with fostering a culture of inquiry through facilitating program review, analyzing the research that assesses how effectively the College is accomplishing its mission and goals, and broadly communicating the results so that the College has a shared understanding of its strengths and challenges so as to set appropriate priorities.

# FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Managing and supporting **the program review process and calendar**, including coaching program faculty and staff to evaluate their program's effectiveness and formulate appropriate plans moving forward;
- Advising the College on how to **integrate institutional effectiveness measures into planning mechanisms** to support evidence-based decision making;
- Developing, reviewing, and proposing revisions (when needed) to **institutional effectiveness measures, instruments and benchmarks**, to evaluate the degree to which the college fulfills its mission and goals;
- Analyzing **institutional level outcomes data** (e.g., Institutional Student Learning Outcomes assessment results; student engagement/ campus climate/ employee voice survey results, etc.) to inform program and institutional decision-making and planning;
- Facilitating the sharing of **best practices** in, and collaborating with faculty and staff to improve upon or maintain, **student learning outcomes assessment methodologies**.

# YOUR ROLE ON THE INSTITUTIONAL EFFECTIVENESS COMMITTEE?



Credit: fusenetwork

# Institutional Effectiveness Committee Member Scope

- **Comprehensive Program Review (CPR)**

- Provide peer support and feedback to one-two programs currently completing CPR activities
  - [Nuventive Platform](#)
  - Checklist
  - Timeline
- Meet as teams during IEC meetings and/or at other times as needed

- **Institutional Learning Outcomes (ISLOs)**

- Review and make recommendations as a committee to ISLOs under revision (This year we're looking at the **Citizenship** ISLO.)
- IEC members take ISLOs reviews to Division colleagues for input and feedback

ISLO	PSLOs Mapped	Assessment Method	Results	Students Assessed	Students Successful	% of Students Successful
SKY ISLO Critical and Creative Thinking - Responding to Bias	1	9	25	9	0	0
SKY ISLO Critical and Creative Thinking - Supporting Claims	1	9	25	9	0	0
SKY ISLO Effective Communication - Comprehending and...	4	24	81	42	0	0
SKY ISLO Effective Communication - Debriefing Message	1	9	25	9	0	0
SKY ISLO Inactive Critical Thinking - Logical Thinking (Inac...	1	9	25	9	0	0
SKY ISLO Information Literacy - Applying Research Skills	4	24	81	42	0	0

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# IEC committee members support the program review process by

- Reviewing student outcome metrics
- Providing peer coaching & feedback to program faculty/staff that supports their evaluation of their program's effectiveness & guides their program goals development
- Tracking progress and communicating to Tri-Chairs if programs require additional support

- Our committee meets the 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month (except March)
- When: 2:10-4pm
- More info about IEC at <https://skylinecollege.edu/iec/>

SECOND SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
August	<input type="checkbox"/> Continue updating course outlines of record (CoRs). <input type="checkbox"/> Doublecheck with your division Curriculum Committee (CC) representatives about the submission schedule of CoRs to ensure they're updated and approved per the CC's procedures.	
August/ Early September	<input type="checkbox"/> Consult with departmental colleagues to review the list of program achievements. (2.A) <input type="checkbox"/> If not addressed in the first semester, meet with PRIE to determine and plan for the student input component. (4.G)	
September	<input type="checkbox"/> Consult with departmental colleagues to list pertinent professional development. (1.F) <input type="checkbox"/> Identify the Values with which your program aligns and draft how they align. (1.D.ii)	
October	<input type="checkbox"/> Consult with IEC CPR Team. (3A, 3B, 4A, 4B)	
November	<input type="checkbox"/> Consult with the IEC CPR Team about the program goals and how they emerged from the evaluation of your program's effectiveness. (Improvement Platform's 'Step 2: Goals and Resource Requests') <input type="checkbox"/> By Nov. 15, draft responses in the Improvement Platform to the CPR 'Access' and 'Effectiveness' sections, and 'Step 2: Goals and Resource Requests.' <input type="checkbox"/> Optional Resource Request: By November 15, submit the Annual Resource Request via the Improvement Platform's 'Step 2: Goals and Resource Requests.' Work with your dean to complete the resource request and forge a plan to complete the forms needed for personnel and facilities requests if approved for funding.	

The form is titled "Instructional Comprehensive Program Review Checklist" and includes the Skyline College logo. It contains fields for "Program:", "Program Staff:", "Semester and Year:", and "CPR IEC Support Team:". Below these fields is a table with three main columns: "Criteria", "Sub-Criteria", and "Feedback".

Criteria	Sub-Criteria	Feedback
Background	Collaborative Effort (1.C) <input type="checkbox"/> Program review team represents a collaborative-group effort when there is more than one full-time or part-time member.	Recommendations:  Recommendations:
	Purpose (1.D.i) <input type="checkbox"/> Description of purpose is specific to program and whom it serves. Program distinguishes its role from other programs on campus.	
	Alignment with College Values (1.D.ii) <input type="checkbox"/> Explains connections to the College Values that are most relevant to the program.	
	Personnel (1.E) <input type="checkbox"/> FTE data is provided, and recent staffing changes and unmet needs are included, if relevant.	

# PROGRAM REVIEW ACCOMPLISHMENTS

1. Secured College Governance Council (CGC) approval of Comprehensive Program Review (CPR) and Program Review Update (PRU) **templates pilot**
2. Reviewed, approved, and implemented the Comprehensive Program Review (**CPR**) **checklists pilot** to provide constructive, supportive feedback
3. Co-hosted a **more robust curriculum review process** with the Curriculum Committee and Center for Transformative Teaching and Learning, and secured funds for the Summer Curriculum Institute from the Office of Instruction
4. Implemented the online **Improvement Platform**
5. Hosted **orientation** for programs undergoing review, shifting to a “flipped classroom” model in year two
6. Piloted CPR culminating experience, shifting to a more dialogic model in year two, from presentations to **Share Outs**

# MORE 2022 – 2023 ACCOMPLISHMENTS

## **Updated ISLOs**

- Reviewed, updated, and secured CGC approval of the Critical and Creative Thinking, Information Literacy and Lifelong Wellness ISLOs and rubrics

## **Reviewed college-wide metrics**

- Reviewed, updated, and secured CGC approval of ACCJC Institutional Set Standards and Aspirational Goals

# 2023 – 2024 GOALS

## 1) **Continue refining and supporting program review processes**

- Support third cohort of programs undergoing comprehensive review
- Refine focus of IEC CPR Team consultations

## 2) **Continue revising ISLOs**

- Review, update, and approve the “Citizenship” ISLO and rubric
- Review results if college-wide dashboard is finalized

## 3) **Review college-wide metrics**

- Review and recommend ACCJC Institutional Set Standards and Aspirational Goals
- Review relevant institutional data