

Minutes of Institutional Effectiveness Committee
Held on August 28, 2023 | 2:10-4:00 p.m.
Via Zoom

Chairs Present:

Chris Gibson, Ame Maloney, Karen Wong

Members Present: Steve Aurilio, Perry Chen, Michael Cross, Stephen Fredricks, Lucy Jovel, Kelly Li, Felicia Alvarez- Mazzi, Zahra Mojtahedi (Recorder), Alexa Moore, Ellen Murray, Monique Ubungen, Ingrid Vargas, Suji Venkataraman, Lauren Wagner, Tina Watts

Members Absent: Ricardo Flores, Mike Sharabi, Jimmy Wong

Vacant: ASSC (2), Management Council (1), STEM (1)

Resource Persons:

Wendy Lee (Absent)

1. GENERAL FUNCTIONS

1.1. Call to Order

Karen Wong called the regular meeting to order at 2:14 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Perry Chen and seconded by Suji Venkataraman to approve the August 28, 2023 meeting agenda. Motion carried unanimously.

3.2 Approve Minutes

A motion was previously made via email by Ame Maloney and seconded by Chris Gibson to approve May 8, 2023 minutes. Motion carried with two abstentions.

3. DISCUSSION/REPORT

3.1. Popcorn Connections

IEC Tri-Chair Chris Gibson facilitated an ice-breaker activity in which IEC members introduced themselves, the areas they represent, and shared one thing they have done to refresh heading into the Fall 2023 semester.

3.2. Skyline College Gathering Norms

IEC Tri-Chair Chris Gibson facilitated an introduction to the [Gathering Space Norms](#) adopted by College Governance Council (CGC). Committee members were asked to reflect on the most pertinent norms as they relate to IEC in Zoom chat.

3.3. Introduction to the IEC and Your Role

IEC Tri-Chair Ame Maloney presented a deeper introduction to the IEC and

members' roles, beginning with an introduction to Skyline College's [integrated planning and resource allocation model](#) at Skyline College.

Tri-Chair Maloney proceeded to introduce members to the role of IEC with respect to comprehensive program review (CPR) (e.g., providing peer support and feedback), and with respect to institutional student learning outcomes (ISLOs) (e.g., reviewing and making recommendations as a committee on ISLOs under revision).

Click [here](#) to access the presentation slides.

3.4. IEC Accomplishments and Goals

IEC Tri-Chair Karen Wong provided an overview of IEC accomplishments, including but not limited to:

- Piloting new CPR templates and CPR checklists
- Implementing the Improvement Platform to better integrate program review and SLO assessment work
- Hosting CPR orientation to programs undergoing review
- Shifting to dialogic model for CPR Share Outs entailing poster session and panel discussion, as opposed to previous 10 min presentation format
- Updating ISLOs
- Reviewing and updating College-wide ACCJC metrics.

IEC Goals for 2023-2024 include continuing to refine and support program review processes and revising the last of the five ISLOs, "Citizenship."

Click [here](#) to access the presentation slides.

4. ANNOUNCEMENTS

Announcement per meeting agenda:

- Upcoming IEC meetings are on the 2nd and 4th Mondays except where indicated, from 2:10pm – 4 pm.
- Please accept outlook invitations for: September 11 & 25, October 9 & 23, November 13 & 27, January 22, February 12 & 26, March 4 & 18 (1st & 3rd), April 8 & 22 (in-person), May 13.

The next regular meeting will take place on Monday, September 11, 2023.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:08 pm.