

**Minutes of Institutional Effectiveness Committee**  
**Held on October 23, 2023 | 2:10-4:00 p.m.**  
**Zoom: <https://smccd.zoom.us/j/84799776282>**

**Chairs Present:** Chris Gibson, Ame Maloney, Karen Wong

**Members Present:** Felicia Alvarez Mazzi, Steve Aurilio, Perry Chen, Michael Cross, Ricardo Flores, Stephen Fredricks, Sha' Kuana Ona, Lucy Jovel, Wendy Lee (subbed for Zahra Mojtahedi), Kelly Li, Alexa Moore, Mike Sharabi, Irah Tancioco, Monique Ubungen, Ingrid Vargas, Suji Venkataraman, Lauren Wagner

**Members Absent:** Zaid Ghori, Zahra Mojtahedi (Wendy Lee subbed), Tina Watts, Jimmy Wong (on leave)

**Vacant:** SS/CA (1), STEM (1)

**Resource Person:** Wendy Lee

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## **1. GENERAL FUNCTIONS**

### **1.1. Call to Order**

Karen Wong called the regular meeting to order at 2:13 p.m.

## **2. ACTION ITEM(S)**

### **2.1. Approve Agenda**

A motion was made by Chris Gibson and seconded by Kelly Li to approve the October 23, 2023 meeting agenda. Motion carried unanimously.

### **3.2 Approve Minutes**

A motion was made by Michael Cross and seconded by Wendy Lee to approve the October 9, 2023 minutes. Motion carried with one abstention.

## **3. DISCUSSION/REPORT**

### **3.1. Update on the Community Engagement ISLO**

Michael Cross highlighted the changes to the ISLO and rubric criteria in response to the feedback by the IEC and college at large. The end result were fewer descriptors due to consolidating similar competencies. Following are the changes:

- Integrated "Cultural Humility" into "Exploring Social Perspectives" since they overlap. Also replaced "cultural humility" "lingo" with definition in descriptor;
- Broadened "power dynamics" rather than narrowly focusing on equity and equality.
- Made more concise "local and global relationships/ connections" with terms that encompass the deleted subjects;
- Replaced "contribute" with "develop" "ethical practices; maintained "ethics" terminology instead of "morals" since ethics is moral praxis;
- For "constructive group environments," replaced "cooperative" with "collaborative" since the latter is broader in practice and accommodates divergent views;

- Deleted “Determining Future Actions” due to the actions being referenced in other descriptors such as “social perspectives” and “agency.”

Michael reminded members to review the changes and to ask their constituents to also review, and to weigh in by Monday, Nov. 6. The task force will review new feedback and bring the most updated ISLO and rubric to a vote at the November 13 IEC meeting. If approved, the ISLO and rubric will be brought to the College Governance Council’s November 15 meeting for a vote.

### **3.2. Education Master Plan Student Outcomes, Metrics and Goals**

Dean of PRIE Ingrid Vargas presented the EMP student outcomes metrics, trends and goals. First she asked members to meet in breakout groups to review and generate questions about the [EMP Appendix B](#) (Student Outcomes Metrics) and/or [Appendix D](#) (Student Outcome Trends: Cohort- Based Metrics for First-Time, Full-Time Students).

She presented on the [EMP Outcomes, Metrics and Goals](#), addressing questions along the way. She noted that goal setting is both an art and science; by looking at trends, the College gains insights on what is possible. The goals are not so much predicting so much as influencing what the College does to attain the goals.

She also distinguished between overall college data and that of cohorts: groups of first-time full-time students who initiate their studies at Skyline College at the same time. First-time full-time students constitute 51% of the overall student body. Milestones such as first-year unit accumulation are predictors of students likely achieving their academic goals, hence the importance of monitoring.

In some instances, the College has already reached its goal, while in others, the goals are conservative due to the lingering impact of COVID- 19.

As for overall monitoring of the [EMP](#) goals. each member of Executive Cabinet is accountable to as well as champion for a goal.

All other college-wide plans are to align with the EMP.

### **3.3. Articulating Program Goals**

Tri-Chair Chris Gibson facilitated [a workshop](#) on articulating program goals so members are prepared for the next meeting’s CPR consultation.

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## **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: October 23, November 13 & 27, January 22, February 12 & 26, March 4 & 18 (1<sup>st</sup> & 3<sup>rd</sup>), April 8 & 22 (in-person), May 13.

The next regular meeting will take place on Monday, November 13, 2023.

## **5. ADJOURNMENT**

There being no further agenda items, the meeting concluded at 3:58 pm.