Skyline College

Minutes of Institutional Effectiveness Committee
Held on November 13, 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 Fredericks, Zaid Ghori, Lucy Jovel, Kelly Li, Zahra Mojtahedi (Recorder), Alexa Moore, Sha' Kuana Ona, Irah Tancioco, Monique Ubungen, Suji Venkataraman, Tina Watts

Members Absent: Mike Sharabi, Ingrid Vargas, Lauren Wagner

Guests: Tammy Calderon, Norman DelPrado, Jeremy Evangelista, Andrea Fuentes, Lynsey Hemstreet, Susanne Schubert, Ronda Wimmer

Vacant: SS/CA – leave of absence (1), STEM (1)

Resource Person: Wendy Lee

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 Zahra Mojtahedi and seconded by Steve Aurilio to approve the November 13, 2023 meeting agenda. Motion carried unanimously.

   2.2 Approve Minutes
   A motion was made by Michael Cross and seconded by Monique Ubungen to approve the October 23, 2023 minutes. Motion carried unanimously.

3. **DISCUSSION/REPORT**
   3.1. Review and Vote on the updated version of the Citizenship/ "Community Engagement" ISLO and Rubric.
   Tri-Chair Wong and IEC Member Cross facilitated the following action item: Vote on recommending that the College Governance Council adopt the revised Community Engagement ISLO and rubric.

   Ame Maloney made a motion seconded by Ricardo Flores to advance the item to a vote. Motion carried unanimously.

   3.2. Tableau Dashboards: "Skyline College Scorecard" - Which data points surprised and/or concerned you, if any?
   Planning and Research Analyst and IEC Resource Member Wendy Lee provided an

overview of the Skyline College Scorecard Tableau Dashboards, which are cohort based. Participants were asked to engage in conversation in reviewing the dashboards in Zoom breakout rooms. The Committee debriefed on questions related to student cohorts, programs of study, catalog rights, transfer level course completion, and transfer to four- year colleges/universities.

See the Tableau dashboards' landing page and also the specific Scorecard Dashboard that was reviewed.

3.3. CPR Teams Consultation

IEC Tri-Chair Gibson facilitated the CPR Teams Consultation agenda item, which entailed discussion of new, continuing, and/or completed CPR goals.

    a) What informed their new goals and/or impacted their current goals (e.g., data, external factors, college-wide goals and/or initiatives, etc.)?
    b) Are the program goals articulated as intended outcomes or results (as opposed to implementation steps)?
    c) Are the goals "SMART": specific, measurable, attainable, relevant, and time bound? If not, how can the goal be refined?
    d) Are there other goals you recommend, and if so, why?

IEC CPR Review Teams met with programs undergoing CPR to discuss the aforementioned items.

All also were reminded of the presentation slides on goals as a resource.

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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: November 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, November 27, 2023.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 4:01 pm.