



Institutional Effectiveness Committee Agenda

August 29, 2016, 2:05- 4 -- Room 6203

Facilitator: Karen Wong, Coordinator of Institutional Effectiveness, PRIE

Members: Steve Aurilio, Social Sciences/ Creative Arts Representative

John Calavitta, Language Arts Representative

Tammy Calderon, Business, Education, & Professional Programs Representative

Lorraine DeMello, Student Services Representative

Karen Dimalanta, Academic Services & Learning Technology

Jacque Escobar, Student Services Representative

Jan Fosberg, Kinesiology, Athletics & Dance Representative

Tony Jackson, Social Sciences/ Creative Arts Representative

Cheri Jones (Interim Dean), Planning, Research & Institutional Effectiveness

Nick Kapp, Science, Math & Technology Representative

Evan Leach, Science, Math & Technology Representative

Aaron McVean (Interim Vice President), Office of Instruction

Clifford Moss, Global Learning Program & Services

David Reed, Academic Services & Learning Technology

Sarita Santos, Business, Education, & Professional Programs Representative

Rob Williams, Language Arts Representative

Unknown: Administrator Representative, ASSC Representative

Resources: Belinda Chan, Staff Assistant, PRIE (Recorder); Zahra Mojtahedi, Research and Planning Analyst, PRIE

Documents/ References: [The Skyline College Promise](#)



Action Item(s)

Topics	Presenters	Time
I. Approve Agenda	Wong	2 min
II. Approve Minutes from April 25, 2016	Wong	2 min

Reports/ Discussions

Topics	Presenters	Time
I. Introductions	Committee	10 min
II. Review charge (see below), accomplishments , and feedback	Wong	15 min
III. Learn about 2016-2017 Projects	Wong	10 min
IV. Familiarize yourself with Skyline College's students and outcomes, and how they relate to the Skyline College Promise	Mojtahedi Wong Committee	60 min
V. Resource Reminders	Wong	10 min
a. SLOAC Coaches— available to assist faculty/ staff within their areas		
i. Coaches: (BEPP) Sarita Santos, Guillermo Ortiz; (COUN/SS) Lorraine DeMello; (LA) Chris Gibson (solely Tracdat), Lucia Lachmayr; (SMT) Nick Kapp, Adam Windham; (SS/CA) Christine Hansell, Tiffany Schmierer		
b. Tracdat workshops will be offered all semester in Room 8121 (Business Lab)		
i. Experienced assessors/ Tracdat users		
1. Tuesday, Sept. 6, 2-4		
2. Friday, Sept. 9, 1-3?		
3. Friday, Oct. 28, 1:30- 3:30?		
ii. New assessors/ Tracdat users		
1. Monday, Sept. 19, 2-4		
2. Thursday, Sept. 22, 1-3?		
iii. Student Services assessors/ Tracdat users		
1. Wednesday, Oct. 12 (flex), 1-3		
VI. Please designate the following Mondays (the 4 th Mondays of the month except in this case, for the first meeting of each semester), 2:05- 4, for IE Committee meeting: August 29, September 26, October 24, November 28, January 30, February 27, March 27, and April 24. Outlook invitations will be forthcoming once committee assignments are settled.		

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Institutional Effectiveness Committee

(adopted in Spring 2015)

The IE committee is charged with fostering a culture of inquiry through regularly reviewing the mission and goals, 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 weaknesses so as to set appropriate priorities.

Functions include but are not limited to:

- Regularly reviewing the College's mission/vision/ values and goals that drive planning and resource allocation;
- 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 (e.g., the Balanced Scorecard and campus-wide surveys);
- 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.

IEC Accomplishments, 2015- 2016

- 1) Fulfilled our first year as a sub-committee of the Strategic Planning and Allocation of Resources Committee, securing their support for recommendations we made pertaining to the Mission/ Vision/ Values, the definition of “student success,” surveys, the Institutional Effectiveness Framework of Indicators benchmarks, and Institutional Student Learning Outcomes and Rubrics
- 2) Reviewed and updated the [Mission/ Vision/ Values](#)
- 3) Gave feedback on campus-wide surveys: (a) the Integrated Planning and Allocation of Resources Cycle/ Campus Culture and the Promotion of an Equity Perspective/ Factors that May Impact the Pursuit of Leadership Roles (Fall 2015), (b) the Community College Survey of Student Engagement (CCSSE), including drafting and shaping custom questions that align with our Institutional Student Learning Outcomes, and determining each item’s “weight” (ISLOs) (Spring 2016), (c) the Survey of Entering Student Engagement’s custom questions (Fall 2016)
- 4) Discussed and proposed benchmarks for the required indicators from the California Community College’s Chancellor’s Office’s [Institutional Effectiveness Framework of Indicators](#), recommending that the campus adopt benchmarks for (a) successful course completion in the Fall semester, (b) audit findings, (c) degree/ transfer rates for underprepared students (a.k.a. “College Choice” pertaining to basic skills), and (d) opted to opt out of the “College Option” since we have a robust institutional effectiveness vehicle to gauge progress, the Balanced Scorecard
- 5) Reviewed and revised [ISLOs](#) and their rubrics, drawing from the American Association of Colleges and Universities’ “Value Rubrics”
- 6) Assessed the Critical Thinking ISLO
- 7) Facilitated CTTL/ flex SLOAC oriented workshops on “Helping Students to Understand Why Your Course Is Important to their Growth,” “Fostering Students’ Self Awareness as Learners,” “Empowering Students to Persist Beyond their Struggles,” and “I hate data!’- Qualitative Strategies to Assess Student Learning.”
- 8) Presented embedded division workshops to all academic divisions on evaluating and strengthening their course level assessments



2016- 2017 Projects

- 1) Increase our understanding of who our students are and their educational experiences here at Skyline College
- 2) Host a Town Hall on the Lifelong Wellness, Effective Communication, and Critical Thinking ISLO Results, and set benchmarks for all five ISLOs
- 3) Analyze and discuss the CCSSE results
- 4) Analyze and discuss other survey results (e.g., IPRAC, Leadership and Equity...)
- 5) Set benchmarks for additional measures from the Institutional Effectiveness Framework of Indicators
- 6) Continue revising and adding to the Balanced Scorecard
- 7) Identify what data to disaggregate (Accreditation Standard I.B.6) so as to advise the College
- 8) Provide input in response to the open-ended questions from the annual ACCJC report
- 9) Give feedback and enhance the SLOs and Assessment website for “external stakeholders/ the public/ students”