



Minutes of Institutional Effectiveness Committee
Held on March 25, 2019
Held in Building 6, Room 6-203

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Grace Beltran, Sara Benchohra, Jim Bowsher, Tony Brunicardi, Vincent Chandler, Stephen Fredericks, Evan Leach, Zahra Mojtahedi, Gabriela Nocito, Nicole Porter, Kwame Thomas, Suji Venkataraman

Members Absent:

Wisseem Bennani

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:12 p.m.

II. Approval of Agenda

A motion was made by Evan Leach and seconded by Vincent Chandler to approve the March 25, 2019 Agenda as written. Motion carried unanimously.

III. Approval of Minutes

No change was proposed on the February 25, 2019. Thus, the February 25, 2019 Minutes were approved as written.

REPORT/ DISCUSSION

IV. Overview of the Comprehensive Program Review Process and the Role of the IEC

Karen reminded the committee that the presentation format is to improve the overall feedback loop and to deepen understanding of the various units on campus to inform college-wide planning and resource allocation. Appreciate inquiry is intended to strengthen dialogue between the committee members/ audience and the presenting units. As such, committee members/ audience will expand their understanding of units outside of their own, and presenting units can strengthen their planning and resource requests.

She also provided an update of the CPR process. IEC's parent committee that hosts the CPR presentations, the Strategic Planning and Allocation of Resources Committee (SPARC), voted not to use the CPR rubric this year to give feedback, but still assigned teams to two CPRs each to engage with the designated departments on presentation day. SPARC also determined to review the program review prompts again.

IEC followed SPARC's lead, giving feedback on their designated CPRs, using appreciative inquiry. The Review Teams were given 30 minutes to review the CPR packets and discuss the following questions: (1) Does the CPR prompt yield insights about student learning and/or assessment? (2) Are there any key questions that need to be added, rephrased, or deleted to better understand the PSLO results? If so, what



Approved Minutes

are they? (3) What role do you envision IEC playing in helping programs to enhance program evaluation via SLO assessment?

Below is feedback from the Review Teams:

- Report out on PSLO(s) in a table format: (a) PSLO(s), (b) assessment method, (c) result(s), (d) action plan(s). Karen pointed out that the Tracdat/ Improve report that is supposed to be uploaded to the response has these four columns. The report itself may be sufficient, as opposed to a separate field to answer this PSLO question.
- Given the aforementioned existing four-column report, the prompt could specify those four areas.
- The prompt could be expanded to account for the success or lack of success in achieving the PSLO(s), and an action plan to address the identified issues.
- The prompt could be expanded to explain how the criteria for success were set.

Karen wrapped up by pointing out that discussion will continue in SPARC to determine how to present CPRs and give feedback in the future.

V. Institutional Self Evaluation Report (ISER) Update: The Review and Approval Process

This topic was not discussed.

VI. Think/ Pair/ Share on what you'll bring back to your area

Members were reminded to report back to their constituents about IEC agenda items that were of significance to them.

ANNOUNCEMENTS

VII. Reminders for the representing areas

Comprehensive Program Review (CPR) presentations will take place on Thursday, March 28, 2019 and Thursday, April 11, 2019, from 2:10 p.m. to 4:00 p.m. in Rooms 6-202 to 6-206 during the Strategic Planning and Allocation of Resources Committee (SPARC).

VIII. IE Committee Meetings

Please designate the following Monday for the 2018- 2019 Institutional Effectiveness Committee meetings from 2:10 – 4:00 p.m.: April 27.

NEXT REGULAR MEETING

The next regular meeting will be held on February 25, 2019 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:04 p.m.

Minutes were approved by Members on April 22, 2019.