



# **INSTITUTIONAL EFFECTIVENESS COMMITTEE**

**August 26, 2024**

# “POPCORN” CONNECTIONS



Image from Dreamstime

- 1) Name and position
- 1) Area you represent
- 1) Which Olympic sport would you compete in?

# IEC GATHERING SPACE NORMS

Active participation

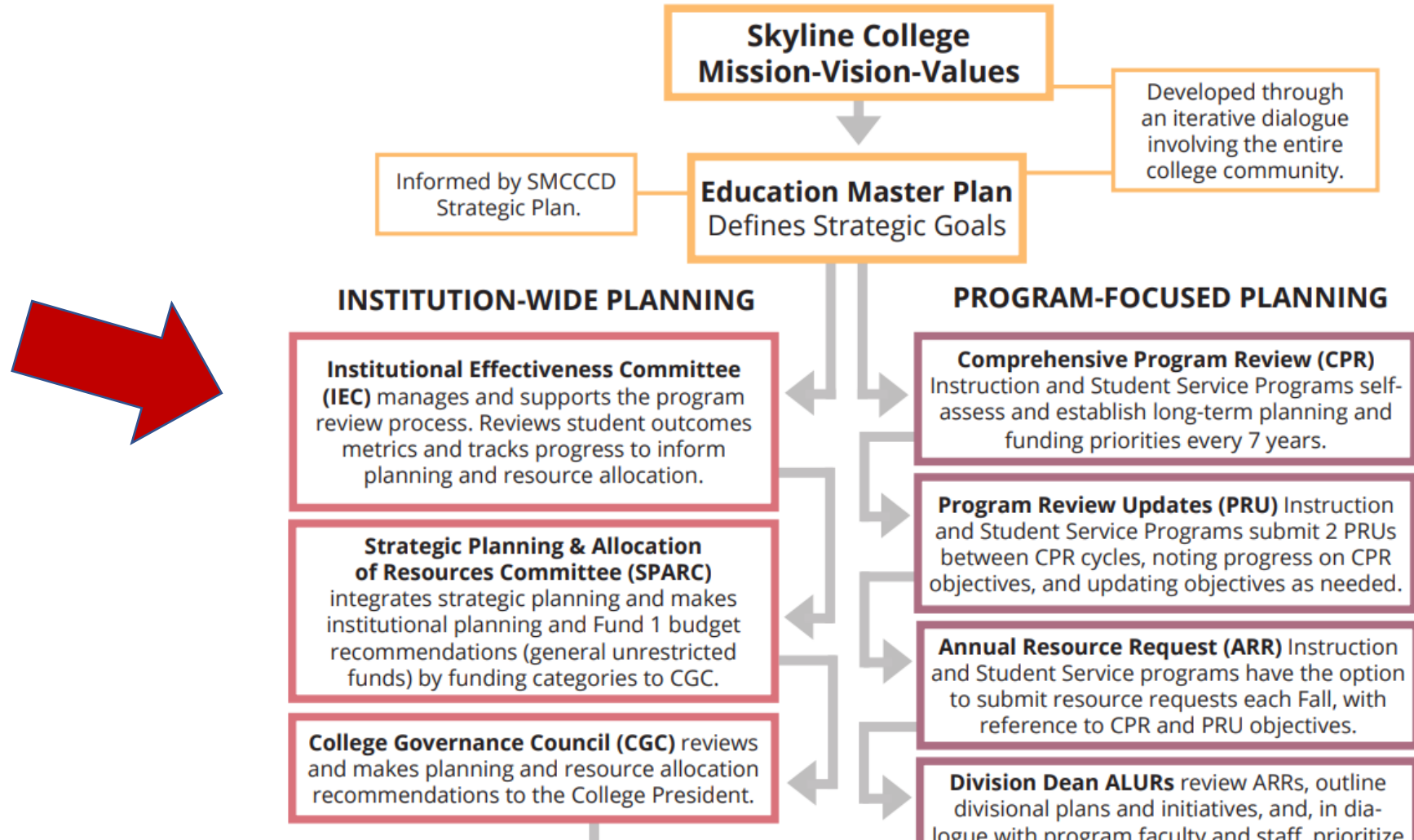
Active listening

Cameras on



# INTEGRATED PLANNING

## Skyline College Integrated Planning and Resource Allocation Model



# IEC CHARGE

The Institutional Effectiveness Committee is charged with fostering a culture of inquiry through facilitating program review, 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 challenges so as to set appropriate priorities.

# FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Managing and supporting **the program review process and calendar**, including coaching program faculty and staff to evaluate their program's effectiveness and formulate appropriate plans moving forward;
- 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;
- 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**.

# YOUR ROLE ON THE INSTITUTIONAL EFFECTIVENESS COMMITTEE?



Credit: fusenetwork

# IEC committee members support the program review process by

- Reviewing student outcome metrics
- Providing peer coaching & feedback to program faculty/staff that supports the evaluation of their program's effectiveness & guides their program goals development
- Tracking progress and communicating to tri-chairs if programs require additional support

- Our committee meets the 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month (except November)
- When: 2:10-4pm
- More info about IEC at <https://skylinecollege.edu/iec/>

SECOND SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
August	<input type="checkbox"/> Continue updating course outlines of record (CoRs). <input type="checkbox"/> Doublecheck with your division Curriculum Committee (CC) representatives about the submission schedule of CoRs to ensure they're updated and approved per the CC's procedures.	
August/ Early September	<input type="checkbox"/> Consult with departmental colleagues to review the list of program achievements. (2.A) <input type="checkbox"/> If not addressed in the first semester, meet with PRIE to determine and plan for the student input component. (4.G)	
September	<input type="checkbox"/> Consult with departmental colleagues to list pertinent professional development. (1.F) <input type="checkbox"/> Identify the Values with which your program aligns and draft how they align. (1.D.ii)	
October	<input type="checkbox"/> Consult with IEC CPR Team. (3A, 3B, 4A, 4B)	
November	<input type="checkbox"/> Consult with the IEC CPR Team about the program goals and how they emerged from the evaluation of your program's effectiveness. (Improvement Platform's 'Step 2: Goals and Resource Requests') <input type="checkbox"/> By Nov. 15, draft responses in the Improvement Platform to the CPR 'Access' and 'Effectiveness' sections, and 'Step 2: Goals and Resource Requests.' <input type="checkbox"/> Optional Resource Request: By November 15, submit the Annual Resource Request via the Improvement Platform's 'Step 2: Goals and Resource Requests.' Work with your dean to complete the resource request and forge a plan to complete the forms needed for personnel and facilities requests if approved for funding.	

**Skyline COLLEGE**

### Instructional Comprehensive Program Review Checklist

Program: \_\_\_\_\_ Semester and Year: \_\_\_\_\_  
 Program Staff: \_\_\_\_\_ CPR IEC Support Team: \_\_\_\_\_

Criteria	Sub-Criteria	Feedback
Background	Collaborative Effort (1.C) <input type="checkbox"/> Program review team represents a collaborative-group effort when there is more than one full-time or part-time member.	Comments:  Recommendations:
	Purpose (1.D.i) <input type="checkbox"/> Description of purpose is specific to program and whom it serves. Program distinguishes its role from other programs on campus.	
	Alignment with College Values (1.D.ii) <input type="checkbox"/> Explains connections to the College Values that are most relevant to the program.	
	Personnel (1.E) <input type="checkbox"/> FTE data is provided, and recent staffing changes and unmet needs are included, if relevant.	



# 2023 - 2024 ACCOMPLISHMENTS

- 1) Became familiar with the [Education Master Plan Student Outcomes, Metrics and Goals](#)
- 1) Became familiar with the non- cohort based [Skyline College Scorecard](#)
- 1) Analyzed and discussed [Student Campus Climate Survey Results](#)
- 1) Secured College Governance Council (CGC) approval of the updated [Community Engagement Institutional Student Learning Outcome \(ISLO\)](#) and rubric, and rolled out via flex days and Canvas pilot

# 2023 - 2024 ACCOMPLISHMENTS

5) Supported nine programs undergoing comprehensive program review and hosted the second annual [CPR Share-Outs](#)

6) Onboarded [eight programs](#) that are starting comprehensive program review

7) Clarified for IEC members the [CPR timeline](#) that highlights their role in supporting programs

# MORE 2023 – 2024 ACCOMPLISHMENTS

8) Determined [changes to CPR consultations](#) resulting from its evaluation

- Allow CPR programs to opt out of the consultations
- Reinforce norms for programs to be prepared for the consultation
- Provide training for IEC members for the CPR Consultations
  - Engage IEC members' CPR expertise
  - Allow IEC members to opt out of CPR trainings in which they feel sufficiently expert

9) Evaluated IEC effectiveness to inform changes to committee practices (To be discussed)

# 2024 – 2025 GOALS

- 1) Continue developing skills to support programs undergoing program review
- 1) Continue refining and supporting program review processes, including working with vice-presidents to integrate CPR into the campus culture and operations
- 1) Review and discuss recommendations relating to the Employee Campus Climate Survey Results and Education Master Plan Goal 5 (Thriving Learning and Work Environment)
- 1) Review [Education Master Plan Student Outcome Metrics, Trends and Goals](#)
- 1) Review ACCJC Institutional Set Standards and Goals
- 1) Provide feedback on the accreditation drafts pertaining to institutional effectiveness