

**Minutes of Institutional Effectiveness Committee**  
**Held on October 28, 2024 | 2:10-4:00 p.m.**  
**Zoom: <https://smccd.zoom.us/j/84799776282>**

**Chairs Present:** Chris Gibson, Simantini Karve, Karen Wong

**Members Present:** Rachel Bell, Kalia Chavez, Michael Cross, Gerson Fernandez, Wendy Lee, Leah McGlaughlin, Zahra Mojtahedi, Thanh Nguyen, Sha’Kuana Ona, Mike Sharabi, Niruba Srinivasan, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Suji Venkataraman

**Members Absent:** Melanie Espinueva+Aure, Sarah Guth, Evan Leach, Katie Manbachi

**Guests Present:** Luciana Castro, Mylene Foo, Andrea Fuentes, Nathan Jones

**Resource Persons Present:** Becky Threewit (recorder)

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Committee Tri-chair Karve called the regular meeting to order at 2:16 p.m.

**2. ACTION ITEM(S)**

**2.1. Approve Agenda**

A motion was made by Leah McGlaughlin and seconded by Kwame Thomas to approve the October 28, 2024 meeting agenda. Motion carried unanimously.

**2.2 Approve Minutes**

A motion was made by Leah McGlaughlin and seconded by Chris Gibson to approve the October 14, 2024 minutes. Motion carried unanimously.

**3. DISCUSSION/REPORT**

**3.1. Announcements (see below)**

IEC Tri-Chair Karve made the three announcements below, of which the first two should be shared with constituents.

**3.2. Review of the Accrediting Commission for Community and Junior Colleges (ACCJC) Institutional Goals**

Dean of PRIE, Ingrid Vargas provided a review of ACCJC institutional goals. Ingrid shared the [ACCJC Annual Report](#), submitted annually to the ACCJC which shows metrics for course completion rates, certificates, and degrees. The report establishes a minimum goal, representing the minimum success rate that the College sets for itself, and a stretch, or aspirational goal.

She noted the distinction between cohort-based data (e.g., first-time, full-time), which is reflected in [one of our dashboards](#), and the overall college data required by the ACCJC. The latter is impacted by enrollment trends. For instance, degrees conferred may have decreased, but overall enrollment also declined due to the COVID pandemic. It can be challenging to set goals since it's hard to predict enrollment trends.

Despite the decline in enrollment, overall number of certificates increased. However, the increase was attributed to Admissions and Records proactively granting certificates even when students didn't file for them. (Students may have not filed for them since, for example, their financial aid and/or veteran benefits would not have been impacted.) A&R staff leveraged the time spent conducting degree audits to grant the certificates. Long term, A&R wants to move in the direction of auto-awarding certificates.

### **3.3. Process of approving ACCJC Institutional Goals, to be voted on at the November 18 meeting**

Committee Tri-chair Karen Wong presented a proposal for the [ACCJC goal-setting procedures](#). (Though the College has a practice, it hasn't been codified.) Goals will be set every four years, beginning in 2022-2023. They will be reviewed annually by the Institutional Effectiveness Committee, though off-cycle goal setting may be occasionally required.

IEC members were asked to solicit input on the proposal from their constituents in time to cast a vote at the November 18 meeting.

### **3.4. EMP Goal 5 – Campus-wide Review**

Dean of PRIE, Ingrid Vargas led a discussion of EMP Goal 5, open to the campus community. Ingrid's presentation focused on determining the next steps for achieving Goal 5: Foster a Thriving Learning and Work Environment. A thriving learning and working environment is crucial to being a successful institution, though the Spring 2023 Employee Voice Survey showed Skyline falling short of this goal for employees.

In the [presentation](#) that prefaced the discussion, Ingrid reviewed the five strategies for accomplishing Goal 5, highlighting related questions from the Employee Voice Survey.

Committee members and guests broke into breakout rooms to discuss [Goal 5 strategies](#). They then reported out to the whole group.

**Strategy A** (Create a more welcoming campus environment): The campus can feel sterile. Can we add more color, murals, etc.?

There's also an absence of places for people to congregate, especially informal groups with common interests and activities.

Can the shuttle run more often and in the evening to enable students to spend

more time on campus?

**Strategy B** (Enhance participatory governance): CGC feels performative. How can more accountability be built in to that space? How can this process be improved so that there is more meaningful discussion and decision-making?

People don't feel safe speaking up.

**Strategy C** (Support student and employee wellness): People feel overwhelmed because there are too many administrators and not enough people doing the work. A re-organization is needed such that more full-time faculty and classified professionals are hired in lieu of administrators to spread the workload.

Leadership turnover is making it difficult to enact meaningful changes.

**Strategy D** (Cultivate partnerships and collaboration): No members discussed Strategy D.

**Strategy E** (Empower faculty members and classified professionals): Adjunct faculty are interested in being more involved in committees. Can they be compensated for committee work?

Contrary to past practice, adjunct faculty are no longer compensated for participating in division meetings.

The effort to enable classified professionals to participate in flex days is inconsistent; some managers allow it while others don't.

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## 1. ANNOUNCEMENTS

- Please solicit input from constituents on whether they want to keep the 3-year assessment calendar or replace it with a 5-year assessment calendar that aligns with the 5-year ISLO calendar. Requesting feedback by November 4<sup>th</sup> in order to vote on it by November 18<sup>th</sup>.
- Optional Annual Resource Requests (ARRs) are due by November 15 via the Platform. Requests must be connected to a program goal, and requestors are highly encouraged to confer with their dean about the requests.
- Upcoming Meetings on the 2nd and 4th Mondays except where indicated from



**Skyline  
College**

2:10 – 4 pm. Please accept outlook invitations for: October 28, November 4 & 18 (1st and 3rd), January 27, February 10 & 24, March 10 & 24, April 14 & 28 (in-person), May 12.

## **2. ADJOURNMENT**

There being no further agenda items, the meeting concluded at 4:03 pm.