Skyline College

Minutes of Institutional Effectiveness Committee
Held on November 3, 2025 | 2:10-4:00 p.m.
Zoom: https://smccd.zoom.us/j/84799776282

Chairs Present: Torria Davis, Tony Viertel, Karen Wong

Members Present: Rachel Bell, Kalia Chavez, Michael Cross, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Christian Sanchez, Mike Sharabi, Kwame Thomas, Monique Ubungen Wardell, Lauren Wagner, Tina Watts, Luis Zuniga

Members Absent: Melanie Espinueva, Ingrid Vargas

Resource Persons Present: Becky Threewit (recorder); Gavin Townsley

Guests Present: Martina Center- Goodman, Essol Garcia-Cuellar, Katie Hern, Jose Milan, Thanh Nguyen, Clair Yeo-Sugajski

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1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Torria Davis 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 Chris Gibson to approve the November 3, 2025 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Tony Viertel and seconded by Tina Watts to approve the October 27, 2025 meeting minutes. Motion carried.

3. DISCUSSION/REPORT

3.1. Accrediting Commission for Community and Junior Colleges (ACCJC) Goals (Goal 1):

Committee member Zahra Mojtahedi presented on the Accrediting Commission for Community and Junior Colleges (ACCJC) goals as they relate to institutional effectiveness. She provided an overview of Skyline College's [ACCJC Annual Report 2025](), highlighting several key data points and trends.

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Zahra provided background on the purpose behind annual ACCJC reporting, how to find background details on the College's accreditation website, as well as an overview of other key institutional sources for student success metrics (including the College's program review data packets and Tableau dashboards). She then provided an overview of the different sections of the report, including a discussion of student enrollment trends and progress on institutional goals related to course completion rates, certificate and degree obtainment rates, and transfer outcomes. She distinguished between the Institutional Set Standard (ISS) as the "floor," and stretch goal as "aspirational." The presentation reviewed three main data sections—headcounts, goals (floor, actual, and stretch), and program-specific metrics.

Zahra noted the limitations of the ACCJC goal-setting, since they aren't cohort based, and pointed to the benefits of also referencing the Skyline College Scorecard Tableau dashboard as an alternative to inform awareness of key student success metrics, to inform actions that the College can take.

The presentation concluded with an opportunity for committee members to ask questions.

3.2. Input on the Program Review Update (PRU) Instructional Template (Goal 5) and Instructional Program Review Template Task Group Slides:

Committee Tri-chair Karen Wong presented proposed changes to the Program Review Update (PRU) template, noting concerns that the current template does not prompt programs between CPR cycles to engage in regular data analysis beyond SLO assessment. Under the existing approach, many programs conduct in-depth data review only during their CPR, leaving limited ongoing monitoring of student progress and program effectiveness in the interim years.

Karen shared the proposed additions to the PRU template for reference and asked the group to reflect on which key questions or components should be incorporated into the PRU to encourage more consistent, meaningful analysis between major review cycles.

Committee members provided the following feedback about the proposed changes to the PRU:

- Questions were raised about the overall purpose of the PRU and how it differs from the Comprehensive Program Review (CPR). Purpose can inform content.
- Proposed additions feel redundant, resembling a mini-CPR.
- The PRU should serve as a dedicated opportunity to review and assess progress toward goals established in the most recent CPR, rather than treating it

as a mini-CPR. Karen explained that the PRU already asks for status updates of goals.

- Answering similar questions on the PRU as the CPR so quickly on the heels of completing the CPR gives the impression that the results of the CPR are less important or just a box to be checked.
- More questions that focus on next steps for each goal may enable programs to have a more clear and strong execution plan.
- Members requested more time to review the PRU and CPR templates prior to each meeting to allow for more meaningful input.

3.3. CPR Consultation on Program Goals:

Committee Tri-chair Torria Davis greeted comprehensive program review leads and led an overview of the program review cycle. She introduced the concept of SMART goals—specific, measurable, attainable, relevant, and time-bound—and reviewed key elements including time frames, measures, baselines and implementation steps. She also shared an example goal to illustrate these principles before members broke into groups to discuss and evaluate program goals. Slides are available online.

After the group discussions, Committee Tri-chair Tony Viertel provided a demonstration on entering new program goals and updating the status of existing goals into the Nuventive Platform.

4. ANNOUNCEMENTS

• The optional Annual Resource Requests (ARRs) are due by Nov. 15 in the (Nuventive) Platform. They must be connected to a program goal, which in turn ideally aligns with at least one Education Master Plan goal.

• A Student Voice Survey will be launched in November. Please encourage your students to take it.

• Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: November 17 (1st & 3rd M), January 26, February 9 & 23; March 9 & 23; April 13 (in-person from 2- 4:30), April 27, May 11.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 4:04 pm.