Skyline College

Minutes of Institutional Effectiveness Committee
Held on October 26, 2026 | 2:10-4:00 p.m.
Zoom: https://smccd.zoom.us/j/84799776282

Chairs Present: Katie Manbachi, Bianca Rowden-Quince, Karen Wong

Members Present: Jessica Belluomini, Izzy Chuong, Melanie Espinueva+Aure, Stephen Fredricks, Myla Guevarra, Raymon Gutierrez, Wendy Lee, Kyar Loo, Marisa Maccaro, Zahra Mojtahedi, Sandhya Patlolla, Christian Reyes-Aguilar, Christian Sanchez, Kwame Thomas, Gavin Townsley, Ingrid Vargas

Members Absent: Kalia Chavez, Evan Leach, Mike Sharabi

---

1. GENERAL FUNCTIONS

Call to Order

Committee Tri-Chair Katie Manbachi called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1 Approve Agenda

A motion was made by Zahra Mojtahedi and seconded by Melanie Espinueva+Aure to approve the October 26, 2026 meeting agenda. The motion carried.

2.2 Approve Minutes

A motion was made by Jessica Belluomini and seconded by Izzy Chuong to approve the October 14, 2026 meeting minutes. The motion carried with one abstention.

3. DISCUSSION/REPORT

3.1. ACCJC Annual Report Goal Setting (Goal 6)

Senior Planning and Research Analyst Zahra Mojtahedi presented on ACCJC Annual Report Goal Setting data, including institution-set standards, stretch goals, and historical data from 2022-23 through 2025-26, along with proposed Institution-Set Standards (ISS) and Stretch Goals for 2026-27 through 2028-29. She noted that the College's institutional profile, which includes annual report data on the ISS and Stretch Goals, is posted on the ACCJC website.

Zahra provided context for the proposed ISS and Stretch Goals. In 2025-26, the

College's course success rate (79%) and associate degrees (1,094) exceeded their institution set-standards, and transfers to UC/CSU (521 combined) rose from the prior year but remained below the institution set-standard. Starting in 2025-26, certificate counts use an updated data source, Degree Cert MIS Sp02 code. She then addressed how the goals were set, for example aligning with the Education Master Plan (EMP) metrics where applicable.

Committee members were asked to share the proposed goals with their constituent groups and be prepared to vote at the November 16 IEC meeting.

3.2. Program Review Goals Activity (Goal 3)
Referencing the slides, Committee Tri-Chair Katie Manbachi provided a brief overview of program review to prepare for the following week's CPR consultation. Narrowing the focus to "Step 2, Program Goals and (Optional) Resource Requests," Katie solicited input on what constitutes a goal, and then spoke to examples that illustrate S.M.A.R.T. goals. Tri-Chair Bianca Rowden-Quince then shifted to the activity in which IEC members discussed the current goals of the program they're supporting, applying the S.M.A.R.T framework. Afterward, Bianca noted that programs may require resource(s) to implement a goal. She provided an example from the Art department, reinforcing the need for a rationale so that the dean is in a better position to advocate for these resource(s). She then wrapped up with a summary of what to anticipate at the upcoming consultation about program goals, including the potential addition of new goals.

3.3. CPR Share Outs Panel Discussion Questions (Goal 2)
Tri-Chair Karen Wong explained that the CPR Share Outs consist of the poster session and panel discussion. The panel discussion has varied each year, one year consisting of three common questions for programs to answer, and another year 20+ questions they were given the option of choosing from. Generally programs ended up highlighting an achievement and a challenge.
Drawing from the Program Review Handbook, she highlighted the three purposes of the CPR Share Outs: (a) to celebrate program successes with the Skyline College community, (b) engage in conversational dialogue to share experiences, mitigate programmatic and initiative silos, and identify collaborative opportunities with campus colleagues and programs, and (c) illuminate prevalent themes and issues for further discussion with College leadership and the College as a whole. Keeping those purposes in mind, she asked IEC members to review the panel discussion questions in their breakout groups, and then to cast their vote as to which three best fulfill those purposes. Results will be shared at an upcoming meeting.

4. ANNOUNCEMENTS

Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: November 2 and 16 (1st & 3rd M), January 25, February 8 & 22, March 8 & 22, April 12 (in-person from 2- 4:30) and 26, May 10.

Please remind constituents that Annual Resource Requests are due in the Platform by November 13 and must be associated with a program goal. They should consult with their dean.

Share the proposed ACCJC Institution-Set Standards (floor) and Stretch Goals (Aspirational) so as to be prepared to vote at the November 16 meeting.

5. **ADJOURNMENT**

There being no further agenda items, the meeting concluded at 3:58 pm