



**Minutes Institutional Effectiveness Committee
Held on August 24, 2015
Building 6, Room 6-203**

Chairperson:
Karen Wong

Members Present:

Steve Aurilio, Michael Bishow, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Jacqueline Escobar, Jan Fosberg, Liz Gaudet, Nick Kapp, Evan Leach, Lucia Lachmayr, Aaron McVean, Sarah Perkins, Sam Sanchez, Sarita Santos

Members Absent:

Representative from ASSC

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Introduction & Welcome

Chair Wong welcome members continued serving for the Institutional Effectiveness Committee and invited members to do self-introduction.

II. Approval of Agenda

A motion was made by Nick Kapp and seconded by Jan Fosberg to approve the August 24, 2015 agenda as written. No change was made. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Lucia Lachmayr and seconded by Evan Leach to approve the April 27, 2015 minutes as written with 2 abstention. No change was made. Motion carried unanimously.

REPORTS/ DISCUSSIONS

IV. SLOAC Steering Committee Accomplishments in 2014/15

1. Assessed the Lifelong Wellness ISLO
2. Hosted Town Hall meetings on Citizenship ISLO and Campus Climate Results
3. Facilitated Sharing of Good Practices in Assessment and Reflecting on Present Assessment Practices: Disabled Resource Center, Transfer Center, Early Childhood Education, Communications, Art, Fitness and Archery, Mathematics
4. Facilitated workshops on Writing Clear Research Paper/ Essay Assignments, Evaluating the Effectiveness of Your Assessments and Using Campus Research to Reflect on your Students' Learning via CTTL
5. Arranged for SLOAC coaches who participated in workshops on Assessment Plans; Data Analysis/ Configuration and Action Plans; SLOs



Approved Minutes

6. Presented division embedded workshops to SS/CA and BEPP on Completing the Assessment Cycle
7. Initiated Discussion of the Balanced Scorecard
8. Engaged in Discussion of the California Community College's Chancellor's Office's Institutional Effectiveness Framework of Indicators, recommending that the campus adopt it and benchmarks-- the IE Committee set a benchmark only for the successful course completion percentage, based on the five year average

V. Review Charge and 2015/16 Projects

Members reviewed Committee charge. See Appendix I.

Chair Wong announced a list of projects to do in 2015/16, included:

1. Obtain feedback on surveys
2. Review and make recommendation for Community College Survey of Student Engagement
3. Set goals for Institutional Effectiveness measures
4. Identify data disaggregation for Accreditation Standard I.B.6
5. Review ISLOs and sub-descriptors
6. Review and revise Balanced Scorecard
7. Hold more Town Hall meetings
8. Create IE Website for external stakeholders

VI. Feedback on Survey

Members recommended for clarity on some questions and answers to more accurate measure on surveyors' responses. See Appendix II for revised survey.

ACTION ITEM(S)

VII. Recommendation of Integrated Planning and Resource Survey

A motion was made by Nick Kapp, seconded by Steve Aurilio to recommend Integrated Planning and Resource Allocation Survey be administered due to revising some answers. Motion carried with 1 abstention.

ANNOUNCEMENT

Chair Wong reminded members that SLOAC resources are available. There are 9 SLOAC Coaches available to assist faculty and staff in various areas, which include 4 IE Members: Jessica DeMello, Nick Kapp, Lucia Lachmayr, and Sarita Santos; and 5 non-IE members: Guillermo Ortiz, Chris Gibson, Adam Windham, Christine Hansell, and Tiffany Schmierer. Members are also encouraged to attend SLOAC generated professional development workshops.

See Appendix III for workshops.

NEXT REGULAR MEETING

Committee meeting dates will be meeting on the fourth Monday of the month. The next regular meeting will be held on Monday, September 28, 2015 in Room 6-203. Calendar invites for all 2015/16 meeting dates will be sent by the Chair.



Approved Minutes

OTHER BUSINESS

Committee group picture was taken prior to meeting adjournment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:42 p.m.

Minutes were approved by Members on September 28, 2015.