



**Minutes of Institutional Effectiveness Committee
Held on October 26, 2015
Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Michael Bishow, Tammy Calderon, Karen Dimalanta, Jan Fosberg, Liz Gaudet, Evan Leach, Lucia Lachmayr, Clifford Moss, David Reed, Sam Sanchez, Sarita Santos, Nadia Tariq, Michael Wong

Members Absent:

Donna Bestock, Lorraine DeMello, Jacqueline Escobar, Nick Kapp, Aaron McVean,

Resource:

Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:06 p.m.

II. Approval of Agenda

A motion was made by Lucia Lachmayr and seconded by Jan Fosberg to approve the October 26, 2015 Agenda as written with an abstention made by David Reed. No change was made. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Evan Leach and seconded by Steve Aurilio to approve the September 28, 2015 Minutes as written with an abstention made by Liz Gaudet. No change was made. Motion carried unanimously.

REPORTS/ DISCUSSIONS

IV. Review Institutional Student Learning Outcomes and the Sub-Descriptors

See Appendix I for Skyline College Institutional Student Learning Outcomes document.

Members were provided with above mentioned document to discuss the sub-descriptors of each ISLO, particularly to Lifelong Wellness. Members recommended to incorporate corporative skill set, encouraging wordings, resilient content, and direct language when refining the sub-descriptors, particularly to bullet point 3, of Lifelong Wellness. Due to many suggestions with no wordings members all agreed upon, Chair Wong suggested to continue the refining words process in the next meeting.



ACTION ITEM(S)

VII. Recommendation of Adding the Growth Mindset to the Lifelong Wellness ISLO

With an agreement to refine the sub-descriptors of Lifelong Wellness, Jan Fosberg made a motion, which was seconded by Michael Bishow to make a recommendation of adding the Growth Mindset to the Lifelong Wellness ISLO. Refining the sub-descriptor will take place in the next meeting.

REPORTS/ DISCUSSIONS

VIII. Review and Recommend up to Fifteen Questions for CCSSE Survey

Members were divided into their interest groups based on the five ISLO components: Critical Thinking (Liz Gaudet, Zahra Mojtahedi, David Reed, Clifford Moss), Effective Communications (Steve Aurilio, Michael Bishow, Karen Dimalanta, Nadia Tariq), Citizenships (Michael Wong, Sam Sanchez, Lucia Lachmayr), Information Literacy (Evan Leach, Sarita Santos, Jan Fosberg, Tammy Calderon), and Lifelong Wellness (with not members) to discuss the weigh on the provided questions.

See Appendix II for the provided questions with original weigh and recommended weigh proposed by each group.

ACTION ITEM(S)

IX. Recommendation of the Finalized Questions for CCSSE Survey to College Governance Council

This item was not discussed.

REPORTS/ DISCUSSIONS

X. Skyline Promise: Get in, Get through, Get out... on time

This item was not discussed.

NEXT REGULAR MEETING

Next regular meeting will be held on Monday, November 23, 2016 in Room 6-203 from 2:10 p.m. to 4:00 p.m. The meeting dates in Spring 2016 are: January 25, February 22, March 21, and April 25. Outlook invitations were sent.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:01 p.m.

Minutes were approved by Members on November 23, 2015.