



**Minutes of Institutional Effectiveness Committee
Held on April 25, 2016
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, Lucia Lachmayr, Clifford Moss, Aaron McVean, Nadia Tariq

Members Absent:

Donna Bestock, Evan Leach, David Reed, Sam Sanchez, Sarita Santos, Michael Wong

Resource:

Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:12 p.m.

II. Approval of Agenda

A motion was made by Steve Aurilio and seconded by Jan Fosberg to approve the April 25, 2016 Agenda as written. No change was made. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Nadia Tariq and seconded by Tammy Calderon to approve the February 22, 2016 Agenda as written. No change was made. Motion carried unanimously with one abstention votes.

A motion was made by Nadia Tariq and seconded by Clifford Moss to approve the March 21, 2016 Agenda as written. No change was made. Motion carried unanimously with four abstention votes.

REPORTS/ DISCUSSIONS

IV. Final Discussion of the ISLO Sub-Descriptors and Rubric Revisions

Karen Wong expressed with gratitude to members for the joint effort of revising the ISLO sub-descriptors and rubrics for a better alignment with Association of American & Universities (AAC&U) standards and ISLO evaluations. The suggestions and comments made were invaluable to the entire college community. See Appendix I for details of the revision.

ACTION ITEM(S)

V. Vote on the Revised Sub-Descriptors

The Committee agreed upon the changes made by each sub-group (Citizenship, Critical Thinking, Communication, Life-long Wellness, and Information Literacy). A motion was made by Liz Gaudet and seconded by Jan Fosberg to adopt the revised ISLO sub-descriptors and rubric revisions. The adopted



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version will be presented to Strategic Planning and Allocation of Resources (SPARC) Committee and College Governance Council (CGC) as an informational update.

VI. **Vote on the ISLO Rubrics and the Likert Scale**

The ISLO Rubrics have been set on various likert scale. Thus, during the process of ISLO revision process, the members recommended to standardize the likert scale. The following scales were suggested:

Novice	Basic	Proficient	Advance
No/ Low Proficiency	Some Proficiency	Proficiency	High Proficiency

Majority of the members in attendance voted in favor of the second option listed above. Thus, the likert scale of the second option will be adopted.

REPORTS/ DISCUSSION

VII. **Review SENSE Custom Questions**

The SENSE survey will be conducted among the first year incoming students in Fall 2016. In preparation, members were invited to review and comment on the special-focus questions to include in the SENSE survey. There are six categories (Building Relationship, Commitment and Support, Engagement through Technology, Financial Assistance, Promising Practices for Community College Student Success, and Student Success Courses) to choose from and Zahra Mojtahedi presented some of the questions from each category that may be relevant to our students. Feedback and comments are due to the PRIE Office by the end of May as the custom questions are due to University of Texas in May.

See Appendix II for the chosen questions for discussion.

VIII. **Feedback on the IEC Processes**

Members were given ten minutes to write down their comments about the Institutional Effectiveness Committee. Some shared feedback included:

- The Commitment is well organized and facilitated.
- Karen always provides a summary of the report and discussion.
- Meeting materials were always sent early.

Karen Wong thanked the members again for their commitment and wished their continual effort in the coming years.

ANNOUNCEMENT

IX. **Meeting Dates in 2016/2017**

The meeting dates in 2016/17 are as follow:

August 29, 2016	January 30, 2016
September 26, 2016	February 27, 2016
October 24, 2016	March 27, 2016
November 28, 2016	April 24, 2016



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NEXT REGULAR MEETING

Next regular meeting will be held on Monday, August 29, 2016 in Room 6-203 from 2:05 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:50 p.m.

Minutes were approved by the Committee on August 29, 2016.