



**Minutes of Institutional Effectiveness Committee and Town Hall Meeting
Held on February 27, 2017
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Cheryl Ajirotutu (substitute for Clifford Moss), John Calavitta, Jacquie Escobar, Rika Fabian, Jan Fosberg, Dessa Hipolito, David Reed

Members Absent:

Steve Aurilio, Donna Bestock, Tammy Calderon, Lorraine DeMello, Karen Dimalanta, Nick Kapp, Evan Leach, Zahra Mojtahedi, Nadia Tariq, Rob Williams

Guest Present:

Erinn Struss (ESOL)

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:20 p.m. Members introduced themselves since a guest was in attendance.

II. Approval of Agenda

Due to lack of a quorum, no action was taken.

III. Approval of Minutes

Due to lack of a quorum, no action was taken.

REPORTS/ DISCUSSIONS

IV. Review Balanced Scorecard Metrics

Balanced Scorecard metrics have not been reviewed and updated since its first creation. Thus, in the last meeting, members were asked to review the Balanced Scorecard in light of other required metrics and college initiatives. Karen encouraged members to be familiar with the associated college goals and educational master plan strategies, having the group focus on the first pertaining to instructional and student services offerings:

Strategies 1.1: Innovative Programs, Services & Modes of Delivery

Strategies 1.2: Student Access & Success & Equity in Outcomes



Approved Minutes

Strategies 1.3: Outreach & Responsiveness to Community Needs

Strategies 1.4: Assessment of Student Learning

The Student Right To Know (SRTK) transfer metric in the Balanced Scorecard was discussed. Karen provided more information about the SRTK data and its limitations, a primary one being that it doesn't accurately reflect our "completers" data since transfer students can't be (double) counted under that category. (See <http://srtk.cccco.edu/intsrnk.html> .) Thus, Rika, David and Belinda's group recommended not to use the metric. Karen recommended to replace the metric with CCCCO Datamart data, which is also required for the Institutional Effectiveness Framework of Indicators (IEFI).

A question was raised about the overall course success rate. The College presently includes both fall and spring data whereas the IEFI only requires the fall semester. Folks wanted to know if there was much of a difference.

A question also was raised about the transfer data, specifically whether our college data matches Datamart's (a metric in the IEFI).

The committee also reviewed the disaggregation of data in the Student Equity Plan and recommended that additional means of aggregating be considered for our Balanced Scorecard: (a) international student program students vs. the general student population, (b) full-time vs part-time students.

Further discussion and a vote on the recommendations will take place at the next meeting. So as to inform our discussion, Karen will provide a cross-walk showing how all of the different sources of data overlap.

NEXT REGULAR MEETING

The next regular meeting will be held on March 27, 2017 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 3:28 p.m.

Minutes were approved by Members on March 27, 2017.