



Institutional Effectiveness Committee Agenda

September 25, 2017, 2:10- 4 -- Room 6203

Facilitator: Karen Wong, Coordinator of Institutional Effectiveness, PRIE

Members: Steve Aurilio, Social Sciences/ Creative Arts Representative

Grace Beltran, Classified Representative

Wissem Bennani, Global Learning Programs & Services Representative

Tony Brunicardi/ Jan Fosberg, Kinesiology, Athletics & Dance Representative (shared vote)

John Calavitta, Language Arts Representative

Rika Fabian, Social Sciences/ Creative Arts Representative

Stephen Fredricks, Science, Math & Technology Representative

Jacqueline Honda, Interim Dean, Planning, Research, and Institutional Effectiveness

James Houpis, Administrator/ Academic Support & Learning Technology Representative

Zaw Min Khant, Associated Students of Skyline College Representative

Melissa Komadina, Student Services/ Academic Senate Representative

Evan Leach, Science, Math & Technology Representative

Nicole Porter, Business, Education, & Professional Programs Representative

Erinn Struss, Language Arts Representative

Kwame Thomas, Student Services Representative (Spring 2018)

Christina Trujillo, Academic Support & Learning Technology Representative

Alina Varona, Business, Education, and Professional Programs Representative

Guests: Anya Arnold, Interim Director of Learning Commons

Kim, Poh Lim, Librarian

Resources: Belinda Chan, Staff Assistant, PRIE (Recorder); Zahra Mojtahedi, Research and Planning Analyst, PRIE

Handout: [SMCCCD District Strategic Plan Goals](#), [SLOs on the Road Flyer](#), [Assessing the Information Literacy ISLO](#)



Action Item(s)

| | Topics | Presenters | Time |
|-----|--------------------------------------|------------|-------|
| I. | Approve Agenda | Wong | 2 min |
| II. | Approve Minutes from August 28, 2017 | Wong | 2 min |

Reports/ Discussions

| | Topics | Presenters | Time |
|------|---------------------------------|-------------------------------|--------|
| III. | Introductions, Round II | Members | 10 min |
| IV. | District Strategic Plan Metrics | Mojtahedi for Aaron McVean | 10 min |

Action Item

| | Topics | Presenters | Time |
|----|---|------------|-------|
| V. | Propose that SPARC recommend to the CGC that Skyline College adopt the District Strategic Plan Metrics and Benchmarks | Members | 5 min |

Reports/ Discussions

| | Topics | Presenters | Time |
|-------|--|-----------------------|--------|
| VI. | Review accomplishments and learn about 2017-2018 Projects | Wong | 15 min |
| VII. | Become familiar with the ISLOs and how they're assessed. By the next meeting, review the mapping from your area's PSLOs (if a student service area)/ major course's SLOs (if an instructor) and be prepared to talk about what qualities you looked for to determine when to map. And make revisions as necessary, whether that be revising the mapping or SLO(s). | Wong | 5 min |
| VIII. | Town Hall: Information Literacy (along with the librarians) and the survey data (from 3-4) | Members and Guests | 60 min |



Announcements

| | Topics | Presenters | Time |
|-----|--|------------|--------|
| IX. | Resource Reminders for your divisions/ departments | Wong | 10 min |
| | Resource Reminders for your divisions/ departs | | |
| | A. SLOs on the Road Workshops | | |
| | B. SLOAC coaches available to assist faculty/ staff within their areas: (BEPP) Guillermo Ortiz, Cassidy Ryan, Ronda Wimmer; (COUN/SS) Lorraine DeMello (LA) Lucia Lachmayr, Erinn Struss (SMT) Nick Kapp, Adam Windham (after Thansksgiving) (SS/CA) Tiffany Schmierer, John Skovgaard | | |
| | C. SLO Flex Workshops on Wednesday, Oct 11, in the morning until noon – Participants may opt for the entire three hours or the hour most pertinent to them that addresses a stage of assessment: (a) writing/ revising/ aligning SLOs, (b) creating assessment plans, and (c) analyzing and acting on the results. | | |
| X. | Homework: By the next meeting, reivew your area’s mapping to the ISLOs, reflect on how you decided whether to map up to each ISLO, and make revisions as necessary. | | |
| XI. | Please designate the following Mondays for the 2017/ 2018 year (the 4 th Mondays of the month except where indicated), 2:10 - 4, for IE Committee meetings: October 23, November 27, January 29 (5 th Monday), February 26, March 19 (3 rd Monday), and April 23. Invitations will be forthcoming once committee assignments are settled. | | |



Institutional Effectiveness Committee

(adopted in Spring 2015)

The IE committee is charged with fostering a culture of inquiry through regularly reviewing the mission and goals, analyzing the research that assesses how effectively the College is accomplishing its mission and goals, and broadly communicating the results so that the College has a shared understanding of its strengths and weaknesses so as to set appropriate priorities.

Functions include but are not limited to:

- Regularly reviewing the College's mission/vision/ values and goals that drive planning and resource allocation;
- Advising the College on how to integrate institutional effectiveness measures into planning mechanisms to support evidence-based decision making;
- Developing, reviewing, and proposing revisions (when needed) to institutional effectiveness measures, instruments and benchmarks, to evaluate the degree to which the college fulfills its mission and goals (e.g., the Balanced Scorecard and campus-wide surveys);
- Analyzing institutional level outcomes data (e.g., Institutional Student Learning Outcomes assessment results; student engagement/ campus climate/ employee voice survey results, etc.) to inform program and institutional decision-making and planning;
- Facilitating the sharing of best practices in, and collaborating with faculty and staff to improve upon or maintain, student learning outcomes assessment methodologies.



IEC Accomplishments, 2016-2017

All referenced minutes are available at

<https://skylinecollege.edu/iecommittee/agendasminutes.php>.

- 1) Increased familiarity with Skyline College's students and outcomes, and how they relate to the Skyline College Promise. (August 29, 2016 minutes)
- 2) Discussed and recommended that the College adopt none of the optional indicators from the CCCCO's IEFI (California Community College's Chancellor's Office's [Institutional Effectiveness Framework of Indicators](#)), because (a) the transfer-completion rate is poorly defined for Math, and the data is problematic for English due to Banner coding issues, and (b) the median time to degree data may be compromised due to the phenomena of swirling, in which students initiate or complete some of their coursework in other colleges of districts.

The IEC recommended revisiting both sets of metrics in the future. For the latter, the College definitely should adopt a metric related to time to completion, but perhaps not the one the IEFI uses. (January 30, 2017 minutes)

- 3) Reviewed the Employee Voice survey results for Integrated Planning and Allocation of Resources, which in turn informed the College's subsequent actions: (a) securing a \$150,000 State Chancellor's Office IEPI (Institutional Effectiveness Partnership Initiative) grant to implement planning and resource allocation processes technology which was rolled out last year: SPOL (Strategic Planning Online), and (b) creating a model that shows when and how planning and allocation of resources takes place, which was approved by SPARC (Strategic Planning and Allocation of Resources Committee). (September 26, 2016 minutes)
- 4) Reviewed the Balanced Scorecard metrics, analyzed potential alignment with relevant District and CCCCO's IEFI (Institutional Effectiveness Framework of Indicators), and forwarded recommendations to Cabinet—this process is still underway. (February 27 and March 27, 2017 minutes)
- 5) Hosted a Town Hall on the Lifelong Wellness, Effective Communication, and Critical Thinking ISLOs. Generally concluded that no definitive conclusions can be drawn from these data trends, and that energy is better spent helping participating faculty within departments discuss results, and instruction/ classroom activities that help students to master and demonstrate those competencies. For the Effective Communication ISLO,



noted that students may perform better if a clear rhetorical purpose and audience is articulated in the assignment. (October 24, 2016 minutes)

- 6) Discussed results from the Community College Survey of Student Engagement (CCSSE) that was administered in spring 2016, and recommended ways to engage college committees such as CGC, SPARC, AS, CS, and ASSC. (November 28, 2017 minutes)
- 7) Discussed the CCSSE findings that align with the Effective Communication and Critical Thinking ISLOs. (March 27, 2017 minutes)
- 8) Engaged in initial discussions about which data should be disaggregated and how, given the ACCJC's update on Standard IB6 as an "emerging practice" (April 24, 2017 minutes); recommended that the disaggregation be meaningful and that it provide insight beyond what disaggregated achievement data can provide. Potential areas for disaggregation were recommended: online/ hybrid/f2f (modalities; day vs. evening classes; part-time vs. full-time students. (April 24, 2017 minutes)
- 9) Gave feedback on text for the PRIE Institutional Effectiveness page. (April 24, 2017 minutes)
- 10) Fulfilled our second year as a sub-committee of the Strategic Planning and Allocation of Resources Committee, securing their support for recommendations we made pertaining to the Institutional Effectiveness Framework of Indicators benchmarks, and apprising them of the Community College Survey of Student Engagement (CCSSE) results.



2017 – 2018 Projects

- 1) Gain familiarity with how Skyline College staff evaluate our institutional effectiveness internally and by outside agencies
- 2) Host a Town Hall on the Information Literacy and Citizenship ISLOs
- 3) Analyze and discuss the SENSE (Survey of Entering Student Engagement) results
- 4) Analyze and discuss other survey instruments and results (e.g., Participatory Governance...)
- 5) Set benchmarks for college-wide benchmarks pertaining to the district-wide metrics
- 6) Set benchmarks for additional required measures from the Institutional Effectiveness Framework of Indicators
- 7) Continue revising and adding to the Balanced Scorecard, and perhaps setting benchmarks based on five year trends
- 8) Update and revise the SLOAC (Student Learning Outcomes Assessment Cycle) Framework (e.g., mapping guidance, assessing program student learning outcomes, etc.)
- 9) Revisit what data to disaggregate (Accreditation Standard I.B.6) so as to advise the College by reviewing some data