



**Minutes of Institutional Effectiveness Committee
Held on August 28, 2017
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Wissem Bennani, Tony Brunicardi, John Calavitta, Lorraine DeMello, Rika Fabian, Zaw Min Khant, Evan Leach, Nicole Porter, Christina Trujillo, Alina Varona

Members Absent:

Grace Herlene Beltran, Jacquie Escobar, Jan Fosberg (co-represents KAD)

Guest Present:

Lauren Ford

Resource:

Belinda Chan (Recorder), Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:10 p.m.

II. Approval of Agenda

A motion was made by Evan Leach and seconded by Steve Aurilio to approve the August 28, 2017 Agenda as written. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Steve Aurilio and seconded by Evan Leach to approve the April 24, 2017 Minutes as written. Motion carried unanimously.

REPORTS/ DISCUSSIONS

IV. Introduction

Members in attendance introduced themselves and which bodies they represent.

V. Review Charge

Committee charge was reviewed. See [Institutional Effectiveness website](#) for detail.

Members are strongly encouraged to actively participate in deliberations at each meeting as well as to provide relevant updates to and solicit feedback from the bodies they represent for further discussion or action.



VI. Deepen understanding of data based inquiry via the GIS maps

Lauren Ford, College Recruiter, and Zahra Mojtahedi, Planning and Research Analyst, presented the GIS maps to the Committee.

Zahra explained that the GIS maps were created to share data in a visual format. Three maps based on the data were displayed to the Committee: the San Mateo context, the current student population with a focus on groups referenced in the Equity Plan, and the top seven feeder high schools to Skyline College. Members were encouraged to visit the PRIE Office to take a closer look at the maps to engender ongoing conversations.

Lauren explained how she has been using the maps and data to inform recruitment at the feeder high schools. High school recruitment can involve events such as the La Raza Youth Conference and the Brothers & Sisters Conference, and programs such as Hermanos y Hermanas and Kapitran, which can serve as clear pathways to learning communities such as Puente, ASTEP, and Kababayan and cohorts such as the Health Career Advancement Academy.

Slides of the presentation can be found in Appendix I.

VII. Institutional Effectiveness Internally and Externally

M-V-V: Members were asked to recite the one line Mission Statement. Members also were encouraged to review the M-V-V and become familiar with the parts most relevant to their areas.

To reinforce internal institutional effectiveness college practices, Karen reviewed a one-page handout that explains how the Annual Program Plan (APP), Comprehensive Program Review (CPR), and Administrative Leadership Unit Review (ALUR) all relate:

Annual Program Plan (APP): It is used to identify goals and evaluate the prior year's performance and is submitted through Strategic Planning Online (SPOL) annually. When it is the year to submit the CPR, APP submission is not be needed.

Comprehensive Program Review (CPR): The CPR fulfills a similar function as the APP and is submitted via SPOL. But the CPR sets long-term goals and evaluates the past six years' performance by referencing what's been documented on the APP.

Administrative Leadership Unit Review (ALUR): ALURs are submitted annually at the division level via SPOL. Each division bases the goals, budget requests, and performance reviews on the APPs/ CPRs.

Members also worked in pairs to review their assigned internal or external evaluation tool and provided a brief summary to the Committee. Members were encouraged to further explore these tools on their own.

[IEPI Framework of Indicators](#): The IEPI helps colleges to set benchmarks and goals with standardized metrics set by California Community College Chancellor's Office.

[Accrediting Commission for Community and Junior Colleges](#) (ACCJC): The ACCJC is a non-profit agency that oversees two-year colleges' integrity, quality assurance, institutional improvement, peer review, student learning outcomes, and collegiality. California colleges are reviewed and evaluated by



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a team of ACCJC visiting members every 7 years (6 years currently and in the past) according to the standards. Skyline College will undergo its accreditation visit in Fall 2019.

[Datamart](#): Administered by the California Community College Chancellor's Office, this site provides links to data such as demographics and student outcomes that can be easily accessed for a college's use. SMCCCD's data is extracted by the district's Information Technology Services (ITS) and submitted to the CCCC's office, who then post the information on their Management Information System (MIS).

[Skyline College Strategic Plan](#): The plan will expire in 2017; it will be updated by the Strategic Planning and Allocation of Resource Committee (SPARC) this year.

[Balanced Scorecard](#): The BSC is used as a tool to efficiently review progress on internal and external indicators. It is updated yearly. The IEC will be responsible for updating the Scorecard, setting benchmarks, and recommending revisions to the appropriate governing committees.

[Student Learning Outcomes \(SLO\)](#): The ISLOs are competencies for students who complete a degree. The five ISLOs are critical thinking, effective communication, citizenship, information literacy, and lifelong wellness.

VIII. Accomplishments and 2017-2018 Projects

Due to insufficient time, this topic was not discussed. It will be discussed at the next meeting.

IX. Announcement

Due to insufficient meeting time, no announcements were made.

NEXT REGULAR MEETING

The next regular meeting will be held on September 25, 2017 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

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

Minutes were approved by Members on September 25, 2017.