



Minutes of Institutional Effectiveness Committee

Held on March 19, 2018

Held in Building 6, Room 6-203

Chairperson:

Karen Wong (Recorder)

Members Present:

Christina Abella, Steve Aurilio, Wissem Bennani, Jan Fosberg, Stephen Fredericks, Jacqueline Honda, James Houpis, Zaw Min Khant, Nels Langbauer, Evan Leach, Nicole Porter, Erinn Struss, Kwame Thomas, Christina Trujillo, Alina Varona

Members Absent:

Grace Beltran, Rika Fabian

Resource:

Zahra Mojtahedi

GENERAL FUNCTIONS

I. Call to Order and Introduction

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

II. Approval of Agenda

A motion was made by Jan Fosberg and seconded by Jacque Honda to approve the March 19, 2018 Agenda. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Jacque Honda and seconded by Nicole Porter to approve the February 26, 2018 Minutes. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Revised Balanced Scorecard Metrics and Goals

Changes on Balanced Scorecard metrics and short/ long term goals is underway.

Draft Balanced Scorecard Metrics and specific metric goals to be piloted in 2018- 2019 were presented to the Committee. While the District Strategic Plan (DSP) metrics are based on full-time first-time students, changes on Skyline College's Balanced Scorecard will include goal-setting for full-time first-time and part-time first-time student cohorts. There will also be a mix of cohort-based and non-cohort based metrics, consistent with the DSP metrics, along with additional metrics of interest to Skyline College.

Due to AB705, further discussion will be held about metrics pertaining to basic skills enrollment and progression in consultation with math and English department leadership. In addition, a recommendation was made in discussion that study abroad enrollment also be considered as a related metric to internationalizing the College (in addition to the international student headcount metric which is being defined and finalized).

The next IEC meeting will address other metrics and goals for consideration. The metrics and goals are being rolled out over time to ensure that they best suit the college planning and evaluation processes. (For details, please see [Skyline College Balanced Scorecard Metrics-Phase One](#), which is posted with the agenda.)



ACTION ITEM(S)

- V. **Propose that the Strategic Planning and Allocation of Resources Committee recommend to the College Governance Committee that Skyline College adopt the revised metrics and pilot the goals.**

A motion was made by Alina Varona and seconded by Erinn Struss on the aforementioned. Motion carried unanimously.

REPORT/ DISCUSSION

- VI. **Pilot the rubric to give feedback on the draft rubric to review Comprehensive Program Reviews**

Based on the results to the Employee Voice Survey deployed in Fall 2016, faculty and staff felt like they didn't receive adequate feedback on their Comprehensive Program Review (CPR). Thus, a task force drafted a [CPR rubric](#), which may be used by the committee(s) designated to give feedback.

Feedback was generally positive. IEC members recommended that the two levels (satisfactory versus developing) be kept, as the criteria defined each level. They also recommended that analysis of data pertaining to equity not be in "program equity," but rather be in "program effectiveness," given the CPR prompts. "Program equity" is meant to describe and evaluate actions taken to address equity gaps, not to analyze the program data.

Three considerations for strengthening the rubric also emerged:

- One is to ensure that the rubric be flexible enough to evaluate both student service and instructional programs.
- Another is that programs led by one-full time faculty member not be penalized for the "collaborative effort" criteria. It was noted that the "collaborative effort" criteria is primarily meant to encourage departments with more than one full-time faculty member to work with each other in conducting the comprehensive program review.
- And the third emerged from piloting the "program effectiveness" criteria to a 2016 Chemistry CPR. Some felt that "limited" analysis was too vague; also more guidance is needed in determining whether something constitutes an equity gap. Analysis of data should also be contextualized, perhaps via tables that show the trends.

ANNOUNCEMENTS

Members are encouraged to continue with the IEC next year, but if not, to arrange for their replacement. The eight meetings are scheduled on the following Mondays from 2:10- 4: August 27, September 24, October 22, November 26, January 28, February 25, March 25, and April 22.

NEXT REGULAR MEETING

The next regular meeting will be held on April 23, 2018 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 4:00 p.m.

Minutes were approved by Members on April 23, 2018.