



**Minutes of Institutional Effectiveness Committee  
Held on August 26, 2019  
Held in Building 6, Room 6-203**

**Chairperson:**

Karen Wong

**Members Present:**

Steve Aurilio, Grace Beltran, Wissem Bennani, Tony Brunicardi, Vincent Chandler, Erik Ferroggiaro, Stephen Fredericks, Evan Leach, Zahra Mojtahedi, Gabriela Nocito, Danni Redding-Lapuz, Kwame Thomas, Ingrid Vargas, Sujatha (Suji) Venkataraman

**Members Absent:**

Rachel Bell, Nicole Porter, Academic Senate Representative (vacant)

**Resource:**

Belinda Chan (Recorder)

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**GENERAL FUNCTIONS**

**I. Call to Order**

Karen Wong called the regular meeting to order at 2:11 p.m.

**II. Approval of Agenda**

A motion was made by Erik Ferroggiaro and seconded by Ingrid Vargas to approve the August 26, 2019 agenda. Motion carried unanimously.

**III. Approval of Minutes**

Zahra Mojtahedi proposed to remove the phrase “so that the data can be acted upon” under the first bullet in section VII. Zahra Mojtahedi then made a motion to approve the April 22, 2019 Minutes with proposed edit, which was seconded by Tony Brunicardi. Motion carried unanimously.

**REPORT/ DISCUSSION**

**IV. Review Charge, 2018-19 Accomplishments, Projects of 2019-20**

Institutional Effectiveness Committee (IEC)'s [charge](#) was read and reviewed.

The 2018-2019 accomplishments of IEC included:

- Developing a working understanding of Institutional Effectiveness' intent to engage in a cycle of continuous improvement, which included:
  - Analyzing student voice survey results on students' financial challenges and ways in which college employees can better serve students, such as embedding resources in syllabi and Canvas;
  - Analyzing employee voice surveys results on topics such as the program review cycle, SLOs and assessment, and participatory governance, and discussing their implications;
  - Analyzing ISLO results, such as on Lifelong Wellness.



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- Reviewing ways to gauge Institutional Effectiveness, which included updating the Scorecard, including integrating the Chancellor's Office's Vision 2020 goals (e.g. to graduate/ complete program on time);
- Giving feedback on accreditation drafts pertaining to IE;
- Piloting giving feedback on narrative responses to the Comprehensive Program Review (CPR) prompt about Program Student Learning Outcomes (II.A.2);
- Reviewing the revision to the Mission Vision Values (MVV): data-based inquiry was added.

2019 – 2020 Projects include:

- Continuing to develop a working understanding of institutional effectiveness' intent to engage in a cycle of continuous improvement by analyzing survey and ISLO results;
- Continuing to review ways to gauge institutional effectiveness;
- Strengthening understanding of student learning outcomes (SLOs) and assessments, and providing feedback about SLO and assessment practices;
- Proposing and putting into practice strategies to inform and engage the folks whom you represent.

### V. Introduction

Members introduced themselves and whom they represent.

### VI. Deepen Understanding of “Institutional Effectiveness”

See the [Powerpoint presentation](#) for more details.

To put into practice the cycle of continuous improvement, in groups of three, members reviewed and analyzed [CCSSE results pertaining to Lifelong Wellness](#).

Some comments are highlighted below:

- Members stated that the CCSSE question “I believe I am in control of my education” was confusing. What does it mean to be “in control”? Most student respondents agreed that they were in control of their education, yet their actual performance may contradict this self- assessment. This contradiction may be due to students making “choices,” but these choices are limited by life circumstances. A critique of resilience/ grit is it neglects to more fully acknowledge the societal conditions over which students have little to no control.
- In at least one classroom, these results contradict what the instructor observed. The question was raised about how to create a classroom environment and/or policies that foster resilience.
- Some members would like to learn the reasons why students were not using resources, such as student services and counseling, on campus.
- Questions also were raised about how the N.O.W. (Nights/Online/Weekends) Program will impact student access to student services.

### VII. Keeping Your Constituents Informed and Engaged in Institutional Effectiveness

Members recommended the following strategies:

- Present at division meetings;



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- Solicit input and/or facilitate discussions on items that will be on the IEC agenda;
- E-mail notes from the IEC meetings to division colleagues.

### ANNOUNCEMENTS

#### VIII. Preparing for the Accreditation Site Visit

The accreditation site visit will be held from September 30, 2019 through October 3, 2019. Everyone in the college community are invited to attend the following events to become more familiar with accreditation and what to expect during the site visit:

##### A. Forums before the site visit:

1. Forum titled "Accreditation Matters! What's in it for YOU?" with Dr. Stephanie Droker, ACCJC Senior Vice President, will be held on September 10, 2019 from 2:00 p.m. to 3:30 p.m. in Room 6-202 to 6-206
2. Forum titled "What to Expect During the Accreditation Visit" will be held on Wednesday, September 11, 2019

##### B. Trivia Contest:

Students and all employees of Skyline Colleges are invited to participate in a weekly accreditation trivia contest to test their accreditation knowledge as well as to possibly win one of three \$50 gift cards. Participants who answer each week's trivia questions correctly, including winners of each week, will have another chance to win the grand prize of an \$100 gift card and tickets to Great America.

##### C. Forums during the site visit:

1. Tuesday, October 1, 2019, 5:30 – 6:30 p.m., Rooms 6-202 to 6-206
2. Wednesday, October 2, 2019, 12:30 – 1:30 p.m., Building 1, Theater

#### IX. Meeting Dates

The meeting days in 2019/20 are scheduled on the following Mondays from 2:10 p.m. to 4:00 p.m.

September 23, October 28, November 26, 2019

January 27, February 24, March 23, and April 27, 2020

Outlook invitations have been sent.

### NEXT REGULAR MEETING

The next regular meeting will be held on September 23, 2019 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 3:52 p.m.

Minutes were approved by Members on September 23, 2019.