



**Minutes of Institutional Effectiveness Committee**  
**Held on October 26, 2020, 2:10 p.m. - 4:00 p.m.**  
**Zoom: <https://smccd.zoom.us/j/98180170001>**

**Chairperson:**  
Karen Wong

**Members Present:** Steve Aurilio, Marianne Beck, Vincent Chandler, Michael Cross, Stephen Fredericks, Thomas Gower, Athena Nazario, Gabriela Nocito, Ruben Parra, Alexandra Raefsky, Danni Redding-Lapuz, Kim Saccio-Kent, Tiffany Schmierer, Kwame Thomas, Ingrid Vargas, Russell Waldon

**Members Absent:**  
Tony Brunicardi/ Justin Piergrossi, Evan Leach

**Resource:**  
Zahra Mojtahedi (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 Michael Cross and seconded by Vincent Chandler to approve the August 31, 2020 Agenda. Motion carried unanimously.

### III. Approval of Minutes (for September 28, 2020 Meeting)

No amendments were made to the September 28, 2020 minutes. Thus, the September 28, 2020 minutes were approved.

## REPORT/ DISCUSSION

### IV. CPR Recommendations approved by SPARC

Karen Wong provided IEC with an overview of its changing role with the addition of the comprehensive program review (CPR) to its charge, announcing the additions of faculty and dean tri -chairs, and changes to the CPR cycle, among other CPR Task Force recommendations that were approved by the Strategic Planning and Allocation of Resources Committee (SPARC) and that are still awaiting approval by the College Governance Council and President Moreno:

- A. IEC will shoulder program review tasks;
- B. IEC membership will be evaluated by SPARC, given the new CPR charge;
- C. IEC meeting frequency will increase to twice a month next semester: the second and fourth Mondays;
- D. A CPR Work Group with representatives from all constituencies was established to revise the Program Review template to be better tailored to both instructional and non-instructional programs.

Karen Wong provided opportunity for Q&A related to the items above, including an explanation of the approved proposed Integrated Planning and Resource Allocation Calendar changes via screenshare and explanation by Dean of PRIE Ingrid Vargas. Calendar table review included details of current due dates, the intermediate cycle (FY21-22), and the new due dates for the Annual Program Plan that is morphing into the Program Review Update every two years (FY22-23).

#### **V. ISLO Mapping Proposal and Mapping Activity**

Karen Wong recapped and addressed the feedback received at the last IEC meeting on the ISLO Mapping Proposal agenda item, covering the broader context, and acknowledging need for concerted professional development and time set aside to review and update mapping. The PRIE Office's continued support in helping with data collection was reiterated, and that after the current three-year assessment cycle wraps up in spring 2022, a new six-year instructional assessment cycle will be initiated in 2022-2023.

Q&A topics included questions about how courses are categorized as "popular" or "gateway", whether the ISLO and course assessment can be "married" to save time and effort, and about assessment cycle length, etc.

Agenda item included Zoom chat activity soliciting any outstanding questions or concerns from IEC Members on: (1) What if anything is unclear or confusing to you about the proposal? (2) What do you see as the barriers for faculty reviewing and updating course SLO mapping to ISLOs? (3) Any other Thoughts?

Discussion concluded with poll asking "Move forward with mapping course SLOs to ISLOs," with 100% response of "yes" (n=16).

#### **VI. Data Preview**

Zahra Mojtahedi and Ingrid Vargas provided an overview of the newly created Skyline College Course Outcomes Dashboard in Tableau, including an orientation on how to apply data filters, followed by IEC discussion and questions (e.g. exploring the possibility of displaying course-level data).

Skyline College Course Outcomes Dashboard:

<https://public.tableau.com/profile/smcccd#!/vizhome/SkylineCollegeCourseOutcomesDashboard/CourseEnrollment>

#### **VII. "Collegial Consultation" – Which information will you highlight to your constituents and how?**

#### **ANNOUNCEMENTS**

- VIII.** Please designate the following Mondays for the 2020/2021 IE Committee meetings that typically take place on the fourth Mondays from 2:10- 4 pm via zoom: November 23, January 25, February 8, February 22, March 8, March 22, April 12, April 26, May 10. Outlook invitations were sent, and ones for the added meetings will be sent.

#### **NEXT REGULAR MEETING**

The next regular meeting will be held on November 23, 2020 via Zoom from 2:10 p.m. to 4:00 p.m.



## Approved Minutes

### ADJOURNMENT

A motion was made by Tiffany Schmierer, and seconded by Vincent Chandler to adjourn the meeting at 4:06 p.m.

Minutes were approved by Members on November 23, 2020.