



**Minutes of Institutional Effectiveness Committee
Held on November 23, 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, Tony Brunicardi, Vincent Chandler, Michael Cross, Justin Piergrossi, Zahra Mojtahedi, Athena Nazario, Gabriela Nocito, Ruben Parra, Alexandra Raefsky, Kim Saccio-Kent, Kwame Thomas, Ingrid Vargas, Russell Waldon

Members Absent:

Stephen Fredericks, Thomas Gower, Evan Leach, Danni Redding Lapuz, Tiffany Schmierer

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:13 p.m.

II. Approval of Agenda

A motion was made by Vincent Chandler and seconded by Kim Saccio-Kent to approve the October 26, 2020 Agenda. Motion carried unanimously.

III. Approval of Minutes

No amendments made to the October 26, 2020 minutes. The minutes stand approved.

REPORT/ DISCUSSION

IV. Discussion on Comprehensive Program Review (CPR) Template

Members held their discussion on instructional and student services comprehensive program review (CPR) templates in breakout rooms. Comments were captured on the Google docs draft templates notes feature.

V. Report on Student Outcomes Metrics

Ingrid Vargas provided updates on student outcomes metrics on the Scorecard. Highlights included the following:

- Total headcount increased this academic year, but students are taking fewer courses.
- Online Course Enrollment (for courses that already were to be offered online - pre-COVID 19) has been growing.
- The financial aid application rate has been decreasing.
- Successful course completion didn't meet the 1-year goal, but it may have been due to the emergency shift to remote learning and other stressors related to COVID-19.
- The College has been closing the gap between online learning and face-to-face successful course completion.



Approved Minutes

- The number of degree completers is going up while certificate completers is going down. Questions were raised about the impact of curricular changes. For instance, are there fewer certificates offered? Are they stackable toward a degree? Will the new GE certificate increase the number of certificate completers?

ACTION ITEM

VI. **Vote on recommendation of Accrediting Commission for Community and Junior Colleges (ACCJC) metric goals**

After the update on the Student Outcomes metrics, members were asked to consider what the College's Institutional Set Standards (minimum that the College should not drop below) and stretch goals (aspirational) should be. Conversation dwelled on setting truly aspirational goals that inspire the College community, yet also being more mindful of the dire impact of COVID-19. Members decided to defer the vote until next semester.

ANNOUNCEMENTS

- VII. All instructional programs are asked to review and update their course level mapping to Institutional Student Learning Outcomes by the end of the spring semester. A spring flex workshop will launch the initiative. A PowerPoint presentation was provided to IEC members to update their division about this initiative which is further elucidated on [the proposal](#).
- VIII. Please designate the following Mondays for the 2020/2021 IE Committee meetings that will take place typically on the second and fourth Mondays from 2:10- 4 pm via zoom: January 25, **February 8**, February 22, **March 8**, March 22, **April 12**, April 26, **May 10**. Additional meetings on the **second Mondays** were added to accommodate IEC's new role in operationalizing and supporting program review. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on January 25, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, Russell Waldon moved to adjourn the meeting, which was seconded by Vincent Chandler. The last meeting in fall 2020 was adjourned at 4:06 p.m.

Minutes were approved by Members on January 25, 2021.