



Minutes of Institutional Effectiveness Committee

Held on March 8, 2021, 2:10 p.m. - 4:00 p.m.

Zoom: <https://smccd.zoom.us/j/86183451230>

Chairpersons:

Karen Wong, Chris Gibson

Members Present:

Steve Aurilio, Marianne Beck, Michael Cross, Stephen Fredericks, Thomas Gower, Evan Leach, Zahra Mojtahedi, Athena Nazario, Gabriela Nocito, Ruben Parra, Danni Redding Lapuz, Tiffany Schmierer, Kwame Thomas, Ingrid Vargas

Guests Present:

Andrea Fuentes, Bianca Rowden-Quince

Members Absent:

Anthony Brunicardi, Vincent Chandler, Alexandra Raefsky, Russell Waldon

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

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

II. Approval of Agenda

Karen Wong proposed a minor edit on the agenda. A motion was made by Steve Aurilio and seconded by Ruben Parra to approve the March 8, 2021 Agenda as proposed. Motion carried unanimously.

III. Approval of Minutes

No amendments made to the February 22, 2021 minutes. The minutes stand as approved.

REPORT/ DISCUSSION

IV. Comprehensive Program Review Minor Edits

Comprehensive Program Review (CPR) templates are being updated to reflect PRU template recommendations and other feedback to ensure alignment and reduce redundancies, as they're being piloted. The draft revised instructional template is posted [here](#). The IEC will take a more formal position on these revisions later in the semester.

Members and Skyline College Community members may continue submitting their feedback on the related PRUs until March 15, which will need to be approved through governance. See below under Announcements.

V. Program Review Orientation Feedback

In a survey pertaining to the CPR Orientation was conducted at the last meeting. IEC members provided positive feedback overall, but expressed some concerns:



Approved Minutes

- How much of the CPR should be drafted, and by when? A suggested timeline of completion is posted on the CPR website: [Instructional](#) & [Student/ Learning Support Services](#).
- How to make meaning of the data? PRIE is working with each program to make meaning of the data. IEC members' role is primarily to familiarize themselves with the program and engage in appreciative inquiry with the programs. To that end, the focus of the next meetings informal "consultation" with programs will primarily be appreciative inquiry and fielding questions they have about any aspect of the CPR process.
- How to access program data in the Drop Box? First-timers need to contact ITS for SSO login access.

VI. Drop Box CPR Program Data Reports

Zahra Mojtahedi presented various program data reports in the Drop Box to help programs undergoing CPR to answer questions in the Access and Effectiveness sections of the Comprehensive Program Review.

ANNOUNCEMENTS

Members are reminded to solicit feedback from division colleagues about the Program Review Update Templates: [Instructional](#) and [Student/Learning Support Services](#). The IEC Chairs will revise until March 15 as input rolls in, and the IEC will vote on it at an upcoming meeting this semester.

Instructional programs are reminded to review and update course SLO mapping to [ISLOs](#) by the end of the semester. For assistance, reach out to Karen Wong and keep an eye out for announcements on work sessions.

IEC will start meeting twice a month beginning in spring 2021. 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: March 22, April 12, April 26, May 10. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on March 22, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, March 8, 2021 was adjourned at 4:01 p.m.

Minutes were approved by Members on March 22, 2021.