



Minutes of Institutional Effectiveness Committee
Held on April 12, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/86183451230>

Chairpersons:

Karen Wong, Vincent Chandler, Chris Gibson

Members Present:

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

Guests Present:

Alice Erskine, Andrea Fuentes, Bianca Rowden-Quince

Members Absent:

Marianne Beck, Anthony Brunicardi/ Justin Piergrossi, Stephen Fredericks, Alexandra Raefsky

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Vincent Chandler called the regular meeting to order at 2:13 p.m.

II. Approval of Agenda

A motion was made by Ingrid Vargas and seconded by Dani Redding Lapuz to approve the April 12, 2021 Agenda as written. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Thomas Good and seconded by Tiffany Schmierer to approve the March 22, 2021 minutes as written. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Program Review Update (PRU) Templates

Chris Gibson presented the Program Review Update templates and solicited input.

Additional changes were recommended for 4.C., ISLO Results:

- Change "Not Met" to "In Progress" or "In Development"
- Provide space for additional commentary on the results.

V. Comprehensive Program Review (CPR) Templates

Chris also presented the revised CPR templates. Karen Wong provided comments in the margins of the templates to account for the changes. No comments were made.

ACTION ITEM

VI. **Vote on Program Review Update (PRU) Templates**

Via Zoom Poll, all members in attendance voted in favor of recommending to SPARC/ CGC that both the Instructional & Student/Learning Support Services Program Review Update (PRU) templates be piloted, with the revision to 4.C to provide space for additional commentary.

VII. **Vote on Comprehensive Program Review (CPR) Templates**

Via Zoom Poll, all members in attendance voted to approve for piloting both the revised Instructional & Student/Learning Support Services Comprehensive Program Review (CPR) templates.

REPORT/ DISCUSSION

VIII. **IEC Membership**

Although the intent was to solicit input from IEC first, revisions to the IEC membership had to be brought to SPARC for approval so as to be voted by CGC in time for divisions to appoint members later this semester. Except for removing one of the deans, all were additions by newer divisions, or additional faculty per the Academic Senate's Executive Committee's feedback. Though deans expressed concern about faculty being stretched too thin due to most divisions appointing two representatives, the IEC Tri-Chairs are trying to ensure there are enough members to support all of the programs undergoing program review. The IEC Tri-Chairs will go forth with this membership if CGC approves it, and are open to revisiting the membership next year.

No comments or objections were made on the floor.

IX. **SLOs and Related Data**

Karen Wong facilitated a workshop on analyzing course effectiveness via course success rates and SLO results, and their intersection. By applying appreciative inquiry to the data, the intent is not to shame and blame, but rather to identify potential courses of concern to strengthen through curriculum, pedagogy, assessment and other means.

In breakout groups, members applied appreciative inquiry to a case study highlighting potential courses of concern. Comments shared with the entire committee afterward included the following:

- Spring 2020's data may be skewing the results since faculty may have been more accommodating than usual; on the other hand, many of the innovative practices that emerged from that time may be worth continuing post -COVID.
- It's worth examining the semesters when there were increases in student success. They could be attributed to new instructors, modes of delivery, texts...
- It's important to let the program faculty lead the conversation. In their own program, they begin with everyone sharing a strength and something they can work on to reinforce how everyone is in a position to improve.
- Exploring whether a course is intended for majors or GE could impact how a course is taught.

Discussion was later held in the same breakout groups about potential courses of concern based on their SLO results. Comments included the following:

- The action plan about adjusting the benchmark may not be enough. It may make more sense to see whether the assignment/ assessment aligns well with the SLOs.

Approved Minutes

- The action plan about Canvas is great, so long as students have access to reliable Internet. Whether students have the proper tools and support to be successful can raise questions of equitable access.
- Action plans also can include partnerships with the Learning Center to support student learning.

Lastly, the Committee shared some possible course enhancements that faculty can make:

- Conducting student surveys (e.g. connectivity, accessibility, flow and interest)
- Reviewing homework/assignment: are they helping students to meet SLOs
- Mapping outcomes to assignments and course assessment
- Providing affective domain training
- Including CTTL's data as part of the analysis
- Breaking up discrete due dates
- Checking in with students on a weekly basis and asking for feedback
- Deciding the amount of student-to-student interaction to help student engagement
- Highlighting the difficult parts and not engaging parts for students, which may need to be redesigned
- Connecting students to resources
- Providing supplemental instruction

ANNOUNCEMENTS

The Curriculum Committee is hosting a workshop pertaining to curricular review and revision as it relates to the CPR on April 21 from 3 – 4 pm. Outlook invitation will be sent to those undergoing program review and to IEC members who have the option to attend.

Instructional programs should review and update course SLO mapping to [ISLOs](#) by the end of the semester. A [matrix with the ISLO sub-descriptors](#) worksheet is available, as are [each program's mapping](#) in google docs. For assistance, reach out to Karen Wong. Mapping is the primary task associated with the [ISLO mapping proposal](#) that was approved last semester.

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: April 26, May 10.

IEC meetings next year are the second and fourth Mondays from 2:10 – 4: August 30, September 13 & 27, October 11 & 25, November 8 & 22, January 31, February 14 & 28, March 14, April 11& 25, May 9. A few changes may be made to the spring schedule to ensure that the IEC can accommodate program review responsibilities

NEXT REGULAR MEETING

The next regular meeting will be held on April 26, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, Ingrid Vargas made a motion, which was seconded by Russell Waldon, to adjourn the April 12, 2021 meeting. The meeting was adjourned at 4:02 p.m.

Minutes were approved by Members on April 26, 2021.