



Minutes of Institutional Effectiveness Committee
Held on September 13, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/81437528416>

Chairpersons:

Chris Gibson, Karen Wong, Rika Yonemura-Fabian

Members Present:

Steve Aurilio, Grace Beltran, Vincent Chandler, Michael Cross, Ricardo Flores, Andrea Fuentes, Tara Grover, Jenny Le, Evan Leach, Alexa Moore, Ellen Murray, Kim Saccio, Chantal San Felipe, Christina Shih, Ariackna Soler, Ingrid Vargas, Athena Nazario, Russell Waldon

Member Absent:

Claudia Acevedo, Stephen Fredricks, Justin Piergrossi, Zahra Mojtahedi, Ruben Parra

Resource:

Belinda Chan (Recorder)

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 Steve Aurilio and seconded by Chris Gibson to approve the September 13, 2021 Agenda. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Andrea Fuentes and seconded by Ricardo Flores to approve the August 30, 2021 minutes as written. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Comprehensive Program Review Culminating Experience

Rika Yonemura-Fabian recapped the discussion about the Comprehensive Program Review (CPR) culminating experience from the last meeting. Before this meeting, members were asked to solicit the opinions of their constituents about presentations as a culminating experience, and whether they should be formative (while drafting the CPR) or summative (after the “final” draft is submitted).

Members shared their feedback/comments on this topic:

- We need to clarify the purpose of the presentation to decide whether to require them.
 - Presentations are informative and valuable, a great platform for sharing out.
 - Each program can share how they’re supporting fulfillment of the College Mission.
 - Presentations have great communal value: we can find out about what other
 - programs are doing and how we can connect and collaborate.
- Presentations can be used as a platform to rebuild trust within the college community. In the past, programs felt like they were under scrutiny. Or they felt like the presentations would make or break a resource request, which was a misperception; the written CPR informed resource prioritization, not the presentation. How we frame the presentations will be important: an opportunity to highlight, appreciate, and celebrate their good work, and to connect.

- The purpose of the presentation will determine whether it should be formative or summative.
- Who is the presentation's audience?
 - College leadership in the audience would be helpful to provide immediate feedback and to help plan for the next cycle.
 - The presentations should be open to the entire college community, which may lead to synergy between programs.

ACTION ITEM

V. Vote on the CPR Culminating Experience

Further refinement of the presentation's purpose is needed in order to vote. IEC Tri-Chairs will draft the presentation's purpose for members to share with constituents and vote on at the next meeting.

REPORT/ DISCUSSION

VI. CPR Rubric to Provide Feedback

The CPR rubric is used to provide support and feedback to programs about their CPR, not about their programs.

Members' feedback on the CPR rubric included the following:

- The space to provide written feedback on the rubric seems to be limited. It might be easier to review and access the rubric in other formats, such as a slide deck or providing video/ recorded feedback.
- Binary feedback might not be very helpful since most programs would likely fall into "developing" if we're responding to drafts. Perhaps a draft is better suited with space for open-ended comments per section as opposed to the very end of the document.
- Will the rubric be used by the administrators as an evaluation?
 - No, it will not.
- When will the CPR rubric feedback be provided to the CPR teams?
 - Feedback is more beneficial if provided to the CPR teams as they draft since they
 - can integrate relevant feedback prior to submitting their final draft.
- Feedback via the CPR rubric can be formative and presentations can be the culminating
- experience.

[Added Action Item via Zoom Poll] Should the CPR rubric be formative or summative?

- All members in attendance voted the rubric should be formative.

VII. Orientation for New Members

[Skyline College's Participatory Governance processing model](#) (slide # 2), [IEC's charge](#) (slide # 3) and IE definition were shared. Members were invited to elaborate on their understanding of IE through chat on the [IE quote](#) (slide # 4):

- IE is not just declaring something effective or not, but examining the process and logic by
- which we come to that conclusion.
- How do we measure effectiveness? Reaching their program goals? Meeting college's goals?
- We need to break down or analyze how it got to be "effective".
- How do we know if the instrument attempts to be used is effective?
- Effective is tied to values/norms/culture of an institution, so context cannot be ignored.

Members, in groups, had time to explore the following IE resources and provided a brief presentation to the group about what they are and how they're used to gauge institutional effectiveness.

Group 1: Scorecard

- Great overall tool to review enrollment, transfer, full-time/part-time students.

Group 2: Tableau Dashboard

- New tool, which is publicly and easily accessible for both program and institutional data.
- May foster deeper questions about programs' results compared to the institutional results.

Group 3: Research

- Data can be used in general purposes. Specific program data can be requested through PRIE.
- Some of the more recent results were from 2018; It's important to have
- current and accurate data. (*Note: the wrong website was listed. It should*
- *have been [PRIE Surveys](#).)*

Group 4: Institutional SLOs (ISLOs)

- The five ISLO competencies are for students who earn Associate's degrees.
- An ISLO will be featured each year. Can be useful or not depending on whether a program has courses that align with the ISLOs.

Group 5: Program Review: CPR & PRU

- Programs' self-evaluations
- Use of student surveys will be helpful for program review.

Members are encouraged to review all five tools listed above.

Role How to Represent and Engage Constituents? See [IEC Orientation](#) slides (# 6).

ANNOUNCEMENTS

VIII. The IEC meetings are held on the second and forth Mondays except when indicated, from 2:10 – 4 pm: September 27, October 11 & 25, November 8 & 22, January 31, February 14 & 28, March 7 & 21 (1st and 3rd Monday due to spring break), April 11 & 25, and May 9. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on September 27, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

No further business was discussed. A motion was made by Vincent Chandler, and seconded by Tara Grover to adjourn the meeting. The September 13, 2021 meeting was adjourned at 4:02 p.m.

Minutes were approved by Members on September 27, 2021.