

## SLOAC Steering Committee/ Institutional Effectiveness Committee Minutes –

August 25, 2014, 2-3:30, Room 6203

Present: Steve Aurilio, Michael Bishow, Kristina Brower, Lorraine DeMello, Jacquie Escobar, Stephen Fredricks, Kym Jackson, Nick Kapp, Lucia Lachmayr, Evan Leach, Aaron McVean, Sarita Santos, Arthur Takayama, Alana Utsumi, Dennis Wolbers, Karen Wong

Absent: Alice Erskine, Jan Fosberg (SMCCCD Golf Tourney Fundraiser)

**Documents:** [Balanced Scorecard](#); [Accreditation Report on Skyline SLOAC](#)

- I. Approval of the 4/28/14 Minutes – approved as is
- II. Introductions
- III. Refining our charge as a SLOAC/ IE committee
  - A. As a steering committee, we created a meaningful and sustainable infrastructure to implement the assessment of SLOs on the course, program, and institutional level, and integrated the SLOAC into existing campus processes such that assessment can inform college goals and resource allocation.
  - B. (8/26/13 Minutes) As the IE committee, we will continue our work with the SLOAC, but mainly in refining the process:
    1. Facilitate sharing of good practices in assessment and be a resource to those seeking to improve what they have.
    2. Provide support/ coaching for lagging departments and new folks.
    3. Look into ways to reduce the “work” necessary to conduct assessments yet still yield useful results and insights.
    4. Increase awareness of ISLOs’ relevance to the campus community (e.g., rubrics as a useful instrument, how courses support students in fulfilling the ISLOs, etc.).
    5. Increase students’ understanding of SLOs and assessment methods such as rubrics.
    6. Sustain the energy and knowledge from SLOAC oriented flex workshops.

C. We'll also analyze and discuss college-wide assessment measures such as the Campus Climate/ Noel Levitz, CCSSE, and Employee Voice surveys; the Balanced Scorecard; and ISLOs.

D. And we'll also brainstorm other effectiveness-oriented topics...building on our campus' inquiry oriented culture.

#### IV. List of Accomplishments

A. Skyline College was successfully fully re-accredited.

1. Accreditation Exit Report (attached)

a) Include SLOAC participation in the evaluation process— Assuming that the new evaluation measures are ratified in the upcoming vote, it is included in self-evaluations,

b) Make assessment results more readily available to “constituents” beyond them being referenced in APPs, CPRs, and ALURs—(4/28/14 minutes) Ideas were generated, which Karen will refer to as she creates a website and will subsequently seek your feedback on.

c) Balanced Scorecard recommendation—“The college is encouraged to continually evaluate the inclusion of metrics published on the Balanced Scorecard (such as graduation rates, transfer rates, federal loan cohort default rates, job placement rates, and graduate earnings) to ensure the College is effectively measuring its stated MVV, goals, priorities and Equity vision.”

2. For a bigger picture statewide, see pages 8- 10 in [http://www.accjc.org/wp-content/uploads/2014/04/SPRING\\_2014\\_ACCJC\\_NEWS.pdf](http://www.accjc.org/wp-content/uploads/2014/04/SPRING_2014_ACCJC_NEWS.pdf) .

B. Hosted two ISLO Town Halls: Critical Thinking and Information Literacy (special thanks to Michael Bishow and Dennis Wolbers, respectively, for their leadership)

1. As a result of the recommendations that emerged at the CT town hall, we'll disaggregate future data according to demographic criteria so as to consider issues related to equity.

C. Assessed the Citizenship ISLO, and revised the rubric, including adding an item related to lifelong learning.

D. Proposed revisions and clarifications to the comprehensive program review template, which were approved by the Curriculum Committee.

E. Gave feedback on the Campus Climate survey that was then administered last semester; results are forthcoming for discussion.

V. Goals for this year

A. See III B, C, D, and IVA1.b. and c.

B. Planning for one of the goals→ Facilitate sharing of good practices in assessment and be a resource to those seeking to improve what they have.

a) **TO DO:** Note below when your division is scheduled to present. From your own department or a department within your division, either arrange for a presenter or present one of the following course level assessment topics: an effective assessment strategy, compelling result (and possible action plan) and the assessment context out of which it emerged, *or* an assessment that you're puzzling over and would like feedback. *Limit each presentation to ten minutes.* Let me know if you prefer for the presentations to be at the beginning or last part of the meeting and I'll try to accommodate your preference.

i. **October 27 – 2 presentations from SS**

ii. **November 24 – 2 presentations from SS/ CA**

iii. **February 2\* – 2 presentations from SMT; 1 presentation from Kinesiology**

iv. **March 30\* – 2 presentations from BEPP; 1 from LA**

C. After evaluating how we're doing on the SLOAC using the criteria from the [New Leadership Alliance for Student Learning and Accountability](#) last Fall (9/23/13 and 10/28/13), we should follow up on these two recommendations:

1. The process of discussing and analyzing results needs to be spelled out more explicitly. We brought forward a proposal to the deans that each department present their recommendations to the division each spring after they complete the APPs and CPRs (and possibly the ALURs.) Deans were generally receptive and asked support in the following ways:

a) SMT— initiate conversation about how to structure departments who have related purposes to work together, such as STEM and CTE

- b) SS/CA—workshop on how to analyze data; tips on how to conduct assessment so as to analyze issues related to equity
  - c) Counseling—how to forge a systematic way of collecting narratives so as to go beyond the anecdotal
  - d) Business, Education, and Professional Programs—how to implement this recommendation into the division
2. SLOs via Curricunet need to be readily and obviously accessible to students on the college website.

VI. Introduction to the Balanced Scorecard – see the 2012-2013 documents at <http://www.skylinecollege.edu/institutionalplanning/balancedscorecard.php>

- A. Timeline and process
  1. Retiring ES5
  
- B. Small groups of two to three as you refer to the dashboard, the data dictionary, and the strategic goals
  1. How well are we performing over time?
  2. Is the Goal value an appropriate value?
    - a) Should it be increased? Decreased?
  3. Is the measure a good measure for what we are wanting to assess?
    - a) Should we use a different measure?
  4. Is there an additional measure that I think would be good for this area?
  
- C. Whole group to report out— highlight major insights
  1. Language confusing—strategies are goals, not strategies; indicators are not measures (goals, strategies, then method of measuring seems more accurate)
    - a) Where are specific strategies housed to achieve the goals?
  2. IG1—Number of new courses approved—perhaps a more nuanced version is whether we’re creating GE courses that are needed; whether departmental courses are current
  3. IG2—percentage of TMI—instead look at how successful students are in distance learning courses
  4. Generally had a lot of greens—time to look at other areas perhaps; may be our benchmarks should be aspirational
  5. ES6-- SRTK—the measure seems unfair—need to narrow the focus to students who have the goal of completion
  6. Look at certificate completion rates

D. **TO DO**: Sign up for one of the areas to focus on for subsequent discussions. To prepare for our meeting in October,

1. Peruse the Strategic Goals ([http://www.skylinecollege.edu/institutionalplanning/assets/balancedscorecard/BSC\\_Overview\\_052813.pdf](http://www.skylinecollege.edu/institutionalplanning/assets/balancedscorecard/BSC_Overview_052813.pdf) ), and consider major initiatives you're involved in (e.g., SEED/ Student Equity Plan, CSI, etc.), and/or other concerns—> What additional measures should we consider adding, and what goals/ initiatives are they connected to?
2. For the measures you signed up for, review the Data Dictionary for currency, such as college initiatives. Also, presently our benchmarks are based on five year averages and are understood as expectations; what do you think the aspirational goals should be?

VI. Please designate the following Monday (the 4<sup>th</sup> Mondays of the month, except the first meeting of each semester), 2-3:30, for SLOAC Steering/ IE Committee meeting: August 25, September 22, October 27, November 24, February 2\*, February 23, March 30\*, April 27. The two meetings with an asterisk beside them are not on the usual fourth Mondays. Please “accept” the Outlook invitations I sent.

<b>BALANCED SCORECARD MEASURES</b>	<b>TWO PEOPLE PER GROUP, AND ONCE ALL HAVE TWO, THEN PLEASE ADD YOUR NAME TO BE THE THIRD</b>
ES 1-4	1) Stephen Fredricks 2) Kristina Brower 3) Arthur Takayama
ES 6-10	1) Lorraine DeMello 2) Jacquie Escobar 3) Alice Erskine 4) Nichole Palmer
IS 1-3	1) Dennis Wolbers 2) Lucia Lachmayr 3) Steve Aurilio 4) Michael Bishow
FB 1-4	1) Evan Leach 2) Jan Fosberg 3) Karen Wong
IG 1-5	1) Nick Kapp 2) Sarita Santos 3) Alana Utsumi