

Minutes of Institutional Effectiveness Committee
Held on January 22, 2024 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Chris Gibson, Ame Maloney, Karen Wong

Members Present: Steve Aurilio, Perry Chen, Michael Cross, Ricardo Flores, Stephen Fredericks, Lucy Jovel, Wendy Lee (subbing for Zahra Mojtahedi), Kelly Li, Alexa Moore, Sha' Kuana Ona, Mike Sharabi, Irah Tancioco, Monique Ubungen, Ingrid Vargas, Suji Venkataraman, Lauren Wagner, Tina Watts

Members Absent: Zaid Ghori, Evan Leach, Zahra Mojtahedi

Vacant: Language Arts (1), SS/CA (1)

Resource Person: Wendy Lee

1. GENERAL FUNCTIONS

1.1. Call to Order

Chris Gibson called the regular meeting to order at 2:14 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Karen Wong and seconded by Tina Watts to approve the January 22, 2024 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

A motion was made by Ame Maloney and seconded by Ricardo Flores to approve the November 13, 2023 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. CPR Team Assignments, 2024- 2025

Tri-Chair Gibson announced that the [CPR teams for the 2024-2025 cohort](#) has been posted. Members were asked to let the tri-chairs know if they'd rather work with another program, which the tri-chairs will consider.

3.2. Feedback on CPR consultations

Tri-Chair Maloney shared [the survey results](#) that solicited input from IEC members about the CPR consultations. IEC members worked in breakout rooms to further discuss recommendations to strengthen the process, including those that were posted on the [Jamboard](#). The IEC tri-chairs will review the recommendations and cycle back to the IEC about what will be implemented in subsequent CPR consultations.

3.3. Training on giving feedback on CPR drafts

IEC Tri-Chair Wong highlighted how to engage in appreciative inquiry on the CPR drafts. The appreciative inquiry approach has four characteristics: (a) identifying

accomplishments and what works, (b) inquiring about root causes of success as well as challenges, (c) exhibiting genuine curiosity about the program and/or challenges they're facing, and (d) collaborating with the program as thought partners by drawing from the team's collective expertise and perspectives. She then modelled the process with the example of EOPS/CARE/CalWORKS. Linked here is the [worksheet](#) and the related [Jamboard](#).

The IEC then split into two, those supporting instructional programs, and those supporting student services programs. Linked here are the [instructional worksheet](#) and [Jamboard](#), and the [student services worksheet](#) and [Jamboard](#).

She wrapped up by noting that programs are to submit their drafts by Friday, January 26, at which point IEC members will have access and can begin to note their insights on the CPR checklists which will be provided to them.

4. ANNOUNCEMENTS

- The Community Engagement ISLO was approved by the College Governance Council, as IEC recommended.
- Upcoming IEC meetings are on the 2nd and 4th Mondays except where indicated, from 2:10pm – 4 pm. Please accept outlook invitations for: February 12 & 26, March 4 & 18 (1st & 3rd), April 8 & 22 (in-person), May 13.

The next regular meeting will take place on Monday, February 12, 2024.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 4:01 pm.