Skyline College

Minutes of Institutional Effectiveness Committee
Held on March 18, 2024 | 2:10-4:00 p.m.
Zoom: https://smccd.zoom.us/j/84799776282

Chairs Present: Ame Maloney, Karen Wong

Members Present: Steve Aurilio, Michael Cross, Stephen Fredricks, Evan Leach, Kelly Li, Zahra Mojtahedi, Alexa Moore, Ingrid Vargas, Suji Venkataraman, Monique Ubungen, Lauren Wagner, Ricardo Flores, Sha' Kuana Ona, Mike Sharabi

Members Absent: Chris Gibson, Jacquie Escobar, Zaid Ghori, Lucy Jovel, Irah Tancioco, Tina Watts

Guests: John Chew (Learning Center), Jacquie Espino (TRiO/BAM/Jumpstart), Briana Fuller (TRiO/BAM/Jumpstart), Raymon Gutierrez (Learning Center), Amber Steele (Dance), Michael Stokes (TRiO/BAM/Jumpstart), Erinn Struss (ESOL), Gavin Townsley (Learning Center) and Eric Torres (Admissions and Records)

Resource Persons Present: Wendy Lee, Becky Threewit (Recorder)

---

1. **GENERAL FUNCTIONS**
   1.1. **Call to Order**
       Ame Maloney called the regular meeting to order at 2:16 p.m.

2. **ACTION ITEM(S)**
   2.1. **Approve Agenda**
       A motion was made by Mike Sharabi and seconded by Suji Venkataraman to approve the March 18, 2024 meeting agenda. Motion carried unanimously.

   3.2 **Approve Minutes**
       A motion was made by Suji Venkataraman and seconded by Lauren Wagner, to approve the March 4, 2024 meeting minutes. Motion carried unanimously.

3. **DISCUSSION/REPORT**
   3.1. **Share Outs Volunteers**
       A request was made for volunteers on the day of the CPR Share-outs. Volunteers signed up on a google doc.

   3.2. **CPR Survey for IEC Members**
       Committee members were given time to complete the CPR survey.

   3.3. **CPR Work Sessions with Program Representatives on the Platform (optional for IEC members)**

Optional time was given to committee members to attend the work sessions that were focused on navigating the Platform and accessing resources such as the various dashboards and program data packets.

---

1. **ANNOUNCEMENTS**
Ask constituents to "save the date" for the CPR Share Outs on April 22, 2- 4 pm, Building 12's Farallon Room.

Upcoming Meetings are on the 2nd and 4th Mondays except where indicated from 2:10 – 4 p.m. Please accept outlook invitations for: March 18 (3rd), April 8 (TBD online) &22 (in-person), May 13.

The next regular meeting will take place on Monday, April 8, 2024.

2. **ADJOURNMENT**
There being no further agenda items, the meeting concluded at 2:45 pm.