

Minutes of Institutional Effectiveness Committee
Held on September 9, 2024 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Chris Gibson, Simantini Karve, Karen Wong

Members Present: Rachel Bell, Kalia Chavez (substitute for Laura DeKelaita), Michael Cross, Melanie Espinueva+Aure, Gerson Fernandez, Sarah Guth, Katie Manbachi, Zahra Mojtahedi, Thanh Nguyen, Sha’Kuana Ona, Mike Sharabi, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Suji Venkataraman

Members Absent: Leah McGlaughlin

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Simantini Karve called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Chris Gibson and seconded by Katie Manbachi to approve the September 9, 2024 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

A motion was made by Michael Cross and seconded by Thanh Nguyen to approve the August 26, 2024 minutes. Motion carried with one abstention.

3. DISCUSSION/REPORT

3.1. IEC Evaluation, 2023 – 2024

Committee Tri-chair Simantini Karve presented on the [survey results](#) from last semester’s IEC evaluation.

3.2. Comprehensive Program Review (CPR) items

- Committee members reviewed their IEC CPR Team assignments.
- Committee Tri-chair Karen Wong shared the [IEC CPR Calendar for 2024-2025](#), highlighting CPR consultations, and CPR Resources: [Website](#) and [Handbook](#).

3.3. Onboarding new IEC representatives about Comprehensive Program

Review:

Committee Tri-chairs Karen Wong and Chris Gibson led a [program review orientation](#) for new IEC members. The presentation focused on the purpose of CPR in terms of the College M-V-V and integrated planning, major changes in the CPR process, the Nuventive Platform software tool, CPR timeline and the CPR Share-Outs. The [orientation presentation slides](#) can be viewed on the IEC website.

4. ANNOUNCEMENTS

Upcoming Meetings on the 2nd and 4th Mondays, except where indicated, from 2:10 – 4 pm.

Please accept outlook invitations for: September 23, October 14 & 28, November 4 & 18 (1st and 3rd), January 27, February 10 & 24, March 10 & 24, April 14 & 28 (in-person), May 12.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:31 pm.