

**Minutes of Institutional Effectiveness Committee
Held on September 23, 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, Michael Cross, Melanie Espinueva+Aure, Gerson Fernandez, Sarah Guth, Katie Manbachi, Leah McGlaughlin, Thanh Nguyen, Sha’Kuana Ona, Kwame Thomas, Gavin Townsley, Suji Venkataraman

Members Absent: Wendy Lee (Resource), Zahra Mojtahedi, Mike Sharabi, Ingrid Vargas

Resource Persons Present: Becky Threewit (Recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Simantini Karve called the regular meeting to order at 2:14 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Suji Venkataraman and seconded by Thanh Nguyen to approve the September 23, 2024 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

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

3. DISCUSSION/REPORT

3.1. Popcorn Introductions:

Committee members played a game of “popcorn” to introduce themselves.

3.2. Comprehensive Program Review (CPR) items:

- [IEC CPR teams:](#)
Committee members reviewed the IEC CPR teams. Opportunity for changes or revisions was offered. No changes or revisions were suggested.
- [Suggested Timelines of Completion:](#)
Committee members were reminded of the instructional and student services suggested timelines of completion to help program faculty and staff stay on track with completing the CPR.
- CPR Resources: [Website](#) and [Handbook](#)

Committee members were reminded of these resources that they can share and/or refer to when supporting programs undergoing CPR.

3.3. Preparing for the Oct. 14 CPR Consultation:

- **Appreciative Inquiry:**
Committee Tri-chair Karen Wong explained appreciative inquiry, the approach that IEC CPR Teams will employ to support programs undergoing CPR: (a) acknowledge what is working, a strength- based model, (b) identify potential areas of improvement based on program data and other sources while respecting the program staff's perspectives and approaches, and (c) seeking to understand via posing questions.
- **Navigating the [Improvement Platform](#):**
Karen provided the committee a brief overview of how to navigate the Nuventive Improvement Platform, including accessing instructional data reports and dashboards.
- **Google Doc for Group Notes:**
Committee members were given 15 minutes of quiet time to explore CPR resources on their program. Team members were reminded that student service units may not have any data uploaded yet so were encouraged to familiarize themselves with the program's services and questions they have about said services.
- **Committee members broke into their CPR groups to confer with each other.**

1. ANNOUNCEMENTS

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

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

2. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:50 pm.