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Minutes of Institutional Effectiveness Committee
Held on October 14, 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, Leah McGlaughlin, Zahra Mojtahedi (recorder), Thanh Nguyen, Sha'Kuana Ona, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Suji Venkataraman

Members Absent: Wendy Lee, Katie Manbachi, Mike Sharabi

Guests Present: Michael Cozart, Elle Dimopoulous, Jacquie Espino, Brianna Fuller, Vincent Kang, Eric Torres, Pia Walawalkar

Resource Absent: Becky Threewit

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1. **GENERAL FUNCTIONS**
   1.1. **Call to Order**
      Committee Tri-chair 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 Michael Cross and seconded by Leah McGlauchlin to approve the October 14, 2024 meeting agenda. Motion carried unanimously.

   2.2 **Approve Minutes**
      A motion was made by Leah McGlauchlin and seconded by Rachel Bell to approve the September 23, 2024 minutes. Motion carried unanimously.

3. **DISCUSSION/REPORT**
   3.1. **Announcements (see below)**
      IEC Tri-Chair Karve made the three announcements below, of which the first two should be shared with constituents.

   3.2. **Share Outs Discussion- Consolidate to one day?**
      IEC Tri-Chair Gibson facilitated a conversation about the idea of consolidating the Share Outs into one day. See the slides about the current configuration and proposed changes for consideration,

      Share Outs are presently two two-hour IEC meetings in April.

      The main proposal is to decrease the two sessions to one. If only one, variations include increasing the Share Outs to 2.5 hours, decreasing the panel discussion to only two instead of three questions, and eliminating the poster

session to set aside more time for the panel discussion. Instead, posters can be shared electronically, perhaps via a campus announcement.

Committee members proceeded to weigh the benefits and drawbacks of a one-day format.

Benefits	Drawbacks
• More of the campus community may attend a Share Out that features all of the programs. • It's less of a time commitment for Cabinet. • It's easier on PRIE and IEC volunteers to set up for only one Share Out.	• If the current poster session and panel discussion format is in place, the panel discussion will feel rushed, and there won't be enough opportunity for programs to engage in a dialogue together. • Decreasing to two instead of three questions isn't sufficient for programs to highlight takeaways and challenges in discussion with their fellow panelists. • If programs can't choose from among two options, what if they can't make it on the day that is chosen?

Next step is for IEC members to solicit feedback from constituent groups, and vote at Nov 4th IEC meeting.

3.3. Instructional Course Outcomes Assessment Calendar- Replace current three-year calendar?

IEC Tri-Chairs are postponing the discussion of this agenda item in the interest of time for other agenda items.

3.4. IEC CPR Team Consultation about initial insights about program strengths and potential areas of improvement and related program goals.

IEC Review Teams met with available programs undergoing CPR: Admissions and Records, Library, Learning Center and TRiO/Jumpstart. (Dance and Music made arrangements to meet at another time.) They discussed initial impressions and concerns, and also sought out clarification where needed. The intent was to arrive at a shared sense of a programs' strengths and areas of improvement, which may inform program goals.

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1. **ANNOUNCEMENTS**

   - Invite your constituents to attend the workshop at our October 28 meeting, from 3-4 pm, over zoom, on implementation of Education Master Plan Goal 5: "Foster a thriving learning and work environment." EMP Goal 5 will be discussed in the context of the Campus Climate Survey Results for Employees. The intention will be to review and prioritize Goal 5's proposed activities for implementation to the College Governance Council.

   - Optional Annual Resource Requests (ARRs) are due by November 15 via the Platform. Requests must be connected to a program goal, and requestors are highly encouraged to confer with their dean about the requests.

   - Upcoming Meetings on the 2nd and 4th Mondays except where indicated from 2:10 – 4 pm. Please accept outlook invitations for: October 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 4:01 pm.