

**Minutes of Institutional Effectiveness Committee**  
**Held on November 4, 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, Michael Cross, Melanie Espinueva+Aure, Gerson Fernandez, Sarah Guth, Evan Leach, Wendy Lee, Leah McGlaughlin, Katie Manbachi, Zahra Mojtahedi, Thanh Nguyen, Sha’Kuana Ona, Niruba Srinivasan (A&R), Kwame Thomas, Gavin Townsley (Learning Center), Ingrid Vargas, Suji Venkataraman

**Members Absent:** Kalia Chavez, Mike Sharabi

**Guests Present:** Jacquie Espino (TRiO), Maiya Evans (Health Science), Brianna Fuller (TRiO), Jude Navari (Music), Amber Steele (Dance), Erinn Struss (ESOL), Eric Torres (A&R)

**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Committee Tri-chair Karve called the regular meeting to order at 2:12 p.m.

**2. ACTION ITEM(S)**

**2.1. Approve Agenda**

A motion was made by Leah McGlaughlin and seconded by Rachel Bell to approve the November 4, 2024 meeting agenda. Motion carried unanimously.

**2.2 Approve Minutes**

A motion was made by Leah McGlaughlin and seconded by Gavin Townsley to approve the October 28, 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. Action item: Should the Share Outs be consolidated to one day, extended to 2.5 hours, and include both the poster session and panel discussion?**

Committee Tri-chair Gibson resumed the [October 14 discussion](#) about whether to consolidate the CPR Share Outs to one day. The IEC is rusty with making motions, hence the multiple motions.

- Simantini Karve motioned that it be kept the same—two days, and

Leah McGlaughlin seconded it. Two voted yes, with the others being no.

- Rachel Bell then proposed that it be one day, and Niruba seconded it. 13 voted yes, 5 voted no, and 2 abstained. The motion carried for one day for Share Outs.
- Concerns were raised about the second vote because it lacked specifics regarding how the one day would be structured. Karen Wong proposed, and Zahra seconded, that the one-day Share Out be extended to 2.5 hours, and that the poster session and panel discussion be kept. The motion carried, with all voting yes except for 2 abstentions.

### **3.3. Discussion about whether to replace the current three-year instructional assessment calendar**

Committee Tri-chair Karen Wong presented [alternatives](#) to the three-year assessment calendar. Presently, instructional programs are asked to assess all active courses at least once within a three-year time frame, though can opt to assess courses more frequently. During Fall 2019- Spring 2022, which was impacted by the COVID pandemic, assessment fell to the wayside as more pressing issues needed to be addressed. In this current cycle from Fall 2022- Spring 2025, programs still seem to be struggling to getting back into the rhythm.

Nevertheless, the three-year calendar has benefits. If followed, it ensures that assessment is taking place regularly and with a short enough time frame to act on that information. It also overlaps with the PRU cycle.

Concerns were raised about a five-year calendar, namely that the time frame seems too long to meaningfully act on the results, and conditions may change that warrant acting now, which in itself should then be assessed. Secondly, there are other means to reinforce the importance of ISLOs in our work as a College beyond aligning the course assessment calendar with the five ISLOs.

Discussion dwelled on the purpose of assessment, which is to strengthen student learning. With that driving reason, establishing a regular time when the College works on assessment seems more pressing than changing the calendar.

IEC members were asked to solicit input on the proposals from their constituents in time to cast a vote at the November 18 meeting.

### **3.4. CPR Team Workshop on Writing Program Goals**

Committee Tri-chair Karen Wong led a [workshop on writing program goals](#).

After the brief introduction with discussion of some examples, CPR faculty/ staff worked with their IEC teams to discuss potential program goals based on the evaluation of the program, whether the goals are statements of intended outcomes, how the goals will be evaluated and what the baseline is, and the implementation steps to achieve the goals.

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## 1. ANNOUNCEMENTS

- Remind programs to align their program goals with the relevant EMP Goals. They can draw from the [PRU user guide](#), p.8, for how to do so.
- 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: November 18 (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 4:05 pm.