

**Minutes of Institutional Effectiveness Committee**  
**Held on November 18, 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, Evan Leach, Wendy Lee, Katie Manbachi, Leah McGlaughlin, Zahra Mojtahedi, Sha’Kuana Ona, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Suji Venkataraman

**Members Absent:** Thanh Nguyen, Michael Sharabi, Niruba Srinivasan

**Resource Persons Present:** Becky Threewit (recorder)

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## **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 Zahra Mojtahedi to approve the November 18, 2024 meeting agenda. Motion carried unanimously.

### **2.2 Approve Minutes**

A motion was made by Michael Cross and seconded by Rachel Bell to approve the October 28, 2024 minutes. Motion carried unanimously.

## **3. DISCUSSION/REPORT**

### **3.1. Vote on whether to recommend that the CGC adopt the process of approving ACCJC institutional goals:**

A motion was made by Chris Gibson and seconded by Sarah Guth to recommend that the College Governance Council adopt [the ACCJC Institutional Goal Setting Procedures](#). Motion carried unanimously.

### **3.2. Vote on whether to recommend that the CGC replace the current three-year assessment calendar, and if yes, with what ([Three Proposals](#)):**

Committee Tri-chair Karen Wong led a discussion on whether the IEC wants to recommend replacing the current assessment calendar. The recommendation was opened for discussion by the committee.

The committee debated the best methods for consistent engagement in assessment so as to strengthen student learning. The concern that five years is too long to enact meaningful and timely change was reiterated.

If the three-year calendar continues to be used, discussion centered on how the College can hold itself accountable to this expectation given concerns about faculty capacity, and by extension, how to support faculty and staff in engaging in outcomes assessment. Members pointed out that time is needed for departments to engage in assessment (e.g., an Assessment Day), resources such as assignments and rubrics should be shared within departments, and trainings on how to leverage Canvas for more efficient assessment should continue. In addition, deans play a role in reinforcing and supporting faculty and staff. For instance, time can be set aside during division meetings.

A motion was made by Kwame Thomas and seconded by Michael Cross to maintain the current three-year assessment calendar. Motion carried with one abstention.

### **3.3. Resolve which IEC meeting in April to host the Share Outs and how to structure it:**

A motion was made by Michael Cross and seconded by Karen Wong to hold CPR Share Outs only on April 14, 2025 (first IEC meeting in April). Motion passed unanimously.

A motion was made by Kwame Thomas and seconded by Simantini Karve to provide Share Out panelists with a set of questions from which they will choose 2 or 3 for the panel discussion. Motion passed unanimously.

A motion was made by Michael Cross and seconded by Chris Gibson to maintain the current CPR Share Out panel discussion format. Motion passed unanimously.

### **3.4. CPR Share Out questions:**

Committee members took time to develop CPR Share Out questions which will be used to create a menu of questions for CPR program panelists.

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## **1. ANNOUNCEMENTS**

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 4:03 pm.