

Minutes of Institutional Effectiveness Committee
Held on January 27, 2025 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Torria Davis, Simantini Karve, Karen Wong

Members Present: Rachel Bell, Kalia Chavez, Michael Cross, Melanie Espinuava+Aure, Gerson Fernandez, Stephen Fredricks, Chris Gibson, Sarah Guth, Wendy Lee, Leah McGlaughlin, Zahra Mojtahedi, Thanh Nguyen, Mike Sharabi, Kwame Thomas, Gavin Townsley, Ingrid Vargas

Members Absent: Evan Leach, Sha’Kuana Ona, Lauren Wagner

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

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

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Chris Gibson and seconded by Gavin Townsley to approve the January 27, 2025 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

A motion was made by Michael Cross and seconded by Mike Sharabi to approve the November 18, 2024 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Appreciations and welcomes:

Committee Tri-chair Karen Wong thanked outgoing Tri-chairs Chris Gibson and Simantini Karve and welcomed incoming Tri-chairs Torria Davis and Tony Viertel.

3.2. 2024-2025 CPR Cohort Schedule:

Committee Tri-chair Karen Wong provided the [24-25 CPR cohort calendar](#) and emphasized important dates this semester. Members were charged with providing feedback on their program’s CPR Checklist by the Feb. 24 meeting.

Committee Tri-chair Karen Wong demonstrated where to find the CPR draft in the Nuventive Platform. A [log-in user guide](#) was provided.

4. ACTION ITEM(S)

4.1. Amend motion to CPR Share Outs taking place during the first IEC meeting in April:

An amended motion was made by Karen Wong and seconded by Stephen Fredricks to approve CPR Share Outs taking place during the first IEC meeting in April. Motion carried unanimously.

4.2. Extend Share Outs to 2.5 hours when there are more than eight programs in a cohort:

A motion was made by Stephen Fredricks and seconded by Michael Cross to extend CPR Share Outs to 2.5 hours when there are more than eight programs in a cohort. Motion carried unanimously.

4.3. Action Item on whether to formally propose EMP 5 Goal Recommendations to the College Governance Council:

Committee members discussed formalizing recommendations to CGC regarding extending shuttle service and adjunct faculty serving on committees. After discussion, it was decided that the committee would hold off on a formal vote until details of the recommendations can be further fleshed out. For example, the shuttle recommendation may be to research whether there is increased need to warrant extending hours. The question of supporting adjunct faculty participation manifested in two ways: (a) participatory governance committees, and (b) CPR when there are no full-time faculty in the program. As posted in the Chat, the following [questions](#) were raised at an Academic Senate meeting by an IEC faculty member.

5. DISCUSSION/REPORT

5.1. CPR Feedback Workshop:

Committee Tr-chair Karen Wong led discussion about Appreciative Inquiry, a methodology which focuses on strengths and potential, while still addressing issues of concern. Committee members practiced Appreciative Inquiry with mock responses to two case studies, and then with two recent CPR reports. Committee members shared their thoughts, which were also captured in this [Padlet](#).

1. ANNOUNCEMENTS

Upcoming Meetings on the 2nd and 4th Mondays except where indicated from 2:10 – 4 pm. Please accept outlook invitations for: February 10 (CPR Orientation) & 24, March 10 & 24, April 14 (in-person) & 28, May 12.

2. ADJOURNMENT

There being no further agenda items, the meeting concluded at 4:00 pm.