

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

Chairs Present: Torria Davis, Tony Viertel, Karen Wong

Members Present: Rachel Bell, Kalia Chavez, Michael Cross, Melanie Espinueva+Aure, Stephen Fredricks, Sarah Guth, Wendy Lee, Zahra Mojtahedi, Thanh Nguyen, Mike Sharabi, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Lauren Wagner

Members Absent: Gerson Fernandez, Evan Leach, Leah McGlaughlin, Sha’Kuana Ona,

Guests Present: Lauren Ford, Martina Goodman, Katie Hern, Rick Hough, Julia Johnson, Lucia Lachmayr, Melissa Matthews, Ruben Parra, Sandhya Patlolla, Luis Domingo Prado, Karmann Robbins, Juan Roman-Medina, Bianca Rowden-Quince, Tiffany Schmierer, Arthur Takayama, Phillip Williams, Clair Yeo-Sugajski, Kathy Zarur

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Karen Wong called the regular meeting to order at 2:15 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Michael Cross and seconded by Tony Viertel to approve the February 10, 2025 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

A motion was made by Tony Viertel and seconded by Chris Gibson to approve the January 27, 2025 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Comprehensive Program Review Orientation:

Committee Tri-chair Karen Wong led the [Comprehensive Program Review Orientation](#). Members broke into groups to begin work on reviewing and providing status update for past program goals.

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.