

Minutes of Institutional Effectiveness Committee
Held on February 24, 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, Chris Gibson, Evan Leach, Wendy Lee, Zahra Mojtahedi, Thanh Nguyen, Mike Sharabi, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Lauren Wagner

Members Absent: Gerson Fernandez, Leah McGlaughlin

Guests Present: Chelssee DeBarra, Jing Folsom, Vincent Kang, Leigh Anne Shaw, Niruba Srinivasan, Eric Torres, Pia Walawalkar

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Torria Davis called the regular meeting to order at 2:14 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Tony Viertel and seconded by Chris Gibson to approve the February 24, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Stephen Fredricks and seconded by Michael Cross to approve the February 10, 2025 minutes. Motion carried unanimously.

2.2. Approve CPR Share Out Questions

Committee Tri-chairs Tony Viertel and Karen Wong opened up discussion about the CPR Share Outs questions. Members voted on providing all of the questions under the categories, and adding one more about a “question of their own.” The vote passed with one abstention.

2.4. Approve Proposed CPR Share Out Format

Committee Tri-chair Tony Viertel presented an overview of the [proposed schedule and plan](#) for CPR Share Outs. The committee voted on whether to

accept the CPR Share Outs schedule. The vote passed unanimously.

3. DISCUSSION/REPORT

3.1. CPR Checklist Feedback:

Committee members were given time to connect with faculty/ staff from the program undergoing CPR that they're supporting. Members were reminded to share the checklist with the program by Friday this week.

4. ANNOUNCEMENTS

- Optional: CPR Curriculum Components with the Curriculum Committee on Wednesday, March 5, from 2:10- 4 pm in 5-134
- 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.

5. ADJOURNMENT

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