

Minutes of Institutional Effectiveness Committee
Held on March 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, Gerson Fernandez, Evan Leach, Wendy Lee, Leah McGlaughlin, Zahra Mojtahedi, Mike Sharabi, Kwame Thomas, Lauren Wagner

Members Absent: Melanie Espinueva, Stephen Fredricks, Chris Gibson, Gavin Townsley, Ingrid Vargas

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Dr. 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 Rachel Bell and seconded by Leah McGlaughlin to approve the March 10, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Tony Viertel and seconded by Lauren Wagner to approve the February 24, 2025 minutes. Motion carried with one abstention.

3. DISCUSSION/REPORT

3.1. ACCJC Goal Setting Procedures

Committee Tri-Chair Torria Davis gave an update on the [ACCJC Goal Setting Procedures](#), which were approved by the College Governance Council at their February 26 meeting.

3.2. IEC CPR Survey

Committee members took fifteen minutes to complete a survey which provides feedback as members of CPR teams.

3.3. Assessing Campus Programs without Full-Time Faculty Representation

Committee member Michael Cross facilitated a discussion on the challenges for programs without full-time faculty or dedicated coordinators to engage in the comprehensive program review process. This year's CPR cycle raised this issue, which impacts three instructional programs.

To address this issue, questions were raised about the viability of faculty collaborating with their disciplinary colleagues across the district on program review, hiring full-time program coordinators, making explicit what is expected of program coordinators and compensation, and how to proceed with a recommendation, including the potential of collaborating with Academic Senate on a recommendation. A follow-up discussion is needed to determine how IEC will proceed.

[Dr. Cross's presentation slides](#) are linked on the IEC website.

3.4. ISER Feedback

Committee members broke into groups to read and provide feedback on four sections of the 2025 ISER: Standards 1.3, 1.4, 1.5, and 2.9. The PRIE office will incorporate IEC committee edits into the next version of the ISER.

4. ANNOUNCEMENTS

- Division level discussions of resource request prioritizations should be taking place in February/ March meetings. Provide a friendly reminder to your dean if they have yet to take place.
- Welcome your constituents to the CPR Share Outs will take place on April 14, 2-4:30, in Building 12's Farallon Room.
- 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 3:50 pm.