

Minutes of Institutional Effectiveness Committee
Held on March 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, Michael Cross, Melanie Espinueva, Gerson Fernandez, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Leah McGlaughlin, Zahra Mojtahedi, Kwame Thomas, Gavin Townsley, Ingrid Vargas, Lauren Wagner

Members Absent: Kalia Chavez, Mike Sharabi

Guests Present: Carlos Romero, Jonathan Freedman, Rick Hough, Jose Milan, Thanh Nguyen, Ruben Parra, Sandhya Patlolla, Luis Prado, Juan Roman- Medina, Arthur Takayama, Clair Yeo-Sugajski, Kathy Zarur

Resource Persons Absent: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

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

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Tony Viertel and seconded by Zahra Mojtahedi to approve the March 24, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Rachel Bell and seconded by Michael Cross to approve the March 10, 2025 minutes. Motion carried unanimously

3. DISCUSSION/REPORT

3.1. Share Outs Call for Volunteers

IEC members signed up to help with staffing the CPR Share Outs. Michael is willing to facilitate if another members will co-facilitate with him. The sign-up sheet will be sent after spring break if others would like to help.

3.2. Assessing Campus Programs without Full-Time Faculty Representation

Committee member Michael Cross resumed discussion about the challenges for

programs without full-time faculty or dedicated coordinators to engage in the comprehensive program review process, including ensuring that courses are meaningfully assessed prior to program review. Karen provided additional information about the three programs, noting that only one of the three impacted programs doesn't have ongoing support.

Questions were raised about whether the IEC advocate for a formal process to ensure adequate support, with the general sentiment that it was better to have something in place rather than responding ad-hoc. Ninety-two percent of members informally voted for the IEC engaging in discussion with Academic Senate about this issue and proposing concrete recommendations. The focus will be on primarily program review and outcomes assessment, though it can be framed with the larger question about supporting part-time faculty engagement in other areas of the college.

Michael, Zahra and Karen will serve as a sub-committee to draft the proposal for the IEC to consider, at which point it will be brought to Academic Senate to determine how to proceed. It may be too late this semester but can be raised in the Fall.

3.3. IEC Membership Next Year

Members were asked to indicate whether they will request to serve on IEC next year. The spreadsheet will be sent to deans to identify which divisions or constituent groups are in need of representatives.

3.4. CPR Workshop

A workshop was provided for programs undergoing CPR to navigate the (Nuventive) Platform and become familiar with resources that are embedded in the navigation panel, such as instructional data packets and dashboards. Instructional programs also were provided a [worksheet](#) so that they can bridge the program data with their course outline review plan, a precursor to the Summer Curriculum Institute.

4. ANNOUNCEMENTS

- Welcome your constituents to the CPR Share Outs will take place on April 14, 2-4:30, in Building 12's Farallon Room. Share the [flyer](#) and explain that the poster session will take place in the beginning and the panel discussion at around 2:30. The panel discussion also can be viewed online.
- If you missed the last meeting, please complete the IEC CPR survey. Input will be discussed at a meeting later this semester. See

https://www.surveymonkey.com/r/IEC_CPR25 .

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

5. ADJOURNMENT

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