

Institutional Effectiveness Committee Agenda**November 3, 2025****2:10 - 4 pm****Meeting Location: Web Conferencing via [Zoom](#)**

Chairs: Torria Davis, Instructional/ Student Services Deans
Tony Viertel, Academic Senate
Karen Wong, Coordinator of Institutional Effectiveness

Members:

Rachel Bell, Language Arts Representative
Kalia Chavez, Strategic Partnerships and Workforce Development Representative
Michael Cross, Language Arts Representative
Melanie Espinueva + Aure, Student Equity & Support Programs Representative
Stephen Fredricks, Science, Technology, Engineering & Math Representative
Chris Gibson, Management Council Representative
Evan Leach, Science, Technology, Engineering & Math Representative
Wendy Lee, Classified Senate Representative
Zahra Mojtahedi, Planning, Research, and Institutional Effectiveness Representative
Sandhya Patlolla, Social Sciences/Creative Arts Representative
Jarred Ramos, Associated Students of Skyline College Representative
Christian Sanchez, Counseling Representative
Mike Sharabi, Kinesiology/ Athletics/ Dance Representative
Kwame Thomas, Counseling Representative
Monique Ubungen Wardell, Academic Support and Learning Technology Representative
Ingrid Vargas, Dean of Planning, Research and Institutional Effectiveness Representative
Lauren Wagner, Enrollment Services Representative
Tina Watts, Business, Education & Professional Programs Representative
Luis Zuniga, Social Sciences/Creative Arts Representative

Vacant: Business, Education & Professional Programs Representative (1)

Resource: Becky Threewit, Planning, Research and Institutional Effectiveness (Recorder)

Action Item(s)

Topics	Presenter(s)	Time
1. Approve November 3, 2025 Agenda	Torria Davis	2 min
2. Approve October 27, 2025 Minutes	Torria	2 min

Discussion/Report

Topics	Presenter(s)	Time
3. Accrediting Commission for Community and Junior Colleges (ACCJC) Goals (Goal 1)	Zahra Mojtahedi	20 min.
4. Input on the Program Review Update (PRU) Instructional Template (Goal 5) Instructional Program Review Template Task Group Slides	Karen Wong & the IEC	25 min
5. CPR Consultation on Program Goals	Torria Davis, Tony Viertel, the IEC CPR Teams, and Program Faculty/ Staff	60 min.

Announcements

- The optional Annual Resource Requests (ARRs) are due by Nov. 15 in the (Nuventive) Platform. They must be connected to a program goal, which in turn ideally aligns with at least one [Education Master Plan](#) goal.
- A Student Voice Survey will be launched in November. Please encourage your students to take it.
- Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: November 17 (1st & 3rd M), January 26, February 9 & 23; March 9 & 23; April 13 (in-person from 2- 4:30), April 27, May 11.

2025- 2026 IEC Goals

- 1) Review ACCJC Institutional Set Standards and Goals
- 2) Increase familiarity with and use of available data resources
- 3) Analyze and discuss Institutional Student Learning Outcomes (ISLO) results
- 4) Continue developing skills to support programs undergoing program review
- 5) Review and update the program review templates
- 6) Follow up on resolving how to support programs undergoing review with only part-time faculty