

**Minutes of Institutional Effectiveness Committee**  
**Held on November 17, 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, Kalie Chavez, Michael Cross, Melanie Espinueva+Aure, Chris Gibson, Evan Leach, Wendy Lee, Zahra Mojtabahedi, Sandhya Patlolla, Jarred Ramos, Christian Sanchez, Kwame Thomas, Monique Ubungen Wardell, Ingrid Vargas, Lauren Wagner, Tina Watts

**Members Absent:** Stephen Fredricks, Mike Sharabi, Luis Zuniga

**Resource Persons Present:** Becky Threewit (recorder), Gavin Townsley

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## **1. GENERAL FUNCTIONS**

### **1.1. Call to Order**

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

## **2. ACTION ITEM(S)**

### **2.1. Approve Agenda**

A motion was made by Zahra Mojtabahedi and seconded by Michael Cross to approve the November 17, 2025 meeting agenda. Motion carried.

### **2.2. Approve Minutes**

A motion was made by Christian Sanchez and seconded by Rachel Bell to approve the November 3, 2025 meeting minutes. Motion carried with one abstention.

## **3. DISCUSSION/REPORT**

### **3.1. Update on the Instructional Program Review Templates Revision Timeline**

Committee Tri-chair Karen Wong provided an update on the timeline. The intent was to wrap up the process by this semester, but instead it will continue into next semester to take into consideration the concerns raised by the Task Group and the IEC. The Task Group will continue its work next semester, with the goal of bringing forward a draft for review mid-semester.

### **3.2. CPR Labor Market Connection Questions, 4F (Goal 5)**

Committee members reviewed and provided feedback on the Instructional CPR Template section on labor market connections, which is important for programs to consider to ensure timely responses to workforce needs. The discussion included available resources for labor market data and best practices for programs in using that information.

### **3.3. Student Completion Outcomes (Goal 2)**

Committee member Ingrid Vargas provided an update on [student completion data](#). The number of Skyline students earning certificates increased from 236 in 2022 to 551 in 2025. It may be partly due to the degree audit check of associate degree petitioners, which identified earned certificates to automatically grant. The number of Skyline students completing associate's degrees also rose over that period. First-time Full Time Cohort completion rates for students pursuing three-year degrees have steadily increased over the past decade and are on track to meet the EMP goal. While completion rates for two-year degrees have fluctuated more, they have shown an overall upward trend. Ingrid also disaggregated the data by race and ethnicity, highlighting changes in equity gaps over time. First-time Full-time student cohorts are approaching a 50% rate for degree and/or transfer completion, also on track to meet EMP goals. The presentation concluded with an opportunity for committee members to ask questions.

### **3.4. Institutional Student Learning Outcome (ISLO) Student Self-Assessment Survey Results (Goal 3)**

Committee members Zahra Mojtabaei and Wendy Lee presented on the 2025 ISLO Survey results. Zahra reviewed the purpose of ISLOs, and the preliminary results, while Wendy shared the methodology. Detailed results are available via the [ISLO Survey presentation slides](#).

Overall, students rated ISLOs' importance fairly evenly, with the exception of Information Literacy, which received notably lower ratings. Members speculated why: students may have rated its importance low because its meaning isn't as clear as the other ISLOs, or they weren't as primed to think as much about it since the Information Literacy ISLO student self-assessment survey was administered separately when the Library underwent program review the previous year.

Following the presentation, committee members broke into groups organized by ISLO to discuss the highlighted survey findings and later reconvened to report out.

Key discussion points included:

- **Community Engagement:** The discussion explored the definition of "community" and discussed whether the survey should clarify the level of engagement (state, county, campus, etc.). Members noted that community engagement can include a wide range of activities, from joining clubs to broader civic involvement, and suggested providing examples in the survey focused on campus engagement.
- **Critical and Creative Thinking:** Concerns were raised regarding potential teacher bias and classroom dynamics that may inhibit students' critical and creative thinking. Fear of social judgment can lead students to defer to others rather than sharing original ideas. Members suggested emphasizing open-ended questions to encourage independent thought and expression.
- **Effective Communication:** The discussion emphasized teaching AI as a tool while maintaining foundational communication skills. Members noted that AI can provide confidence in superficial understanding but may not foster deep comprehension, highlighting the need for instruction that balances AI use with skill development.

- **Information Literacy:** Information literacy was identified as closely linked to digital and media literacy. Members questioned whether all students, including those in night classes, have sufficient access to information literacy instruction and recommended expanding library resources and instruction to reach a broader student population.
- **Lifelong Wellness:** The committee discussed strategies to empower younger students to access wellness resources. Members suggested disaggregating survey data by race and gender to better understand disparities in wellness access.

#### **4. ANNOUNCEMENTS**

- A Student Voice Survey was launched this month. Please encourage your students to take it. At the end of the survey, they can choose to enter their SMCCD e-mail address to be entered for a chance to win one of six Amazon gift cards.
- Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: January 26, February 9 & 23; March 9 & 23; April 13 (in-person from 2- 4:30), April 27, May 11.

#### **5. ADJOURNMENT**

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