

Minutes of Institutional Effectiveness Committee
Held on January 26 2026 | 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+Aure, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Christian Sanchez, Mike Sharabi, Kwame Thomas, Monique Ubungen Wardell, Ingrid Vargas, Tina Watts, Luis Zuniga

Members Absent: Kalia Chavez, Lauren Wagner

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Torria Davis called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Christian Sanchez and seconded by Tina Watts to approve the January 26, 2026 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Tony Viertel and seconded by Karen Wong to approve the November 17, 2025 meeting minutes. Motion carried.

3. DISCUSSION/REPORT

3.1. Review of CPR Schedule:

Committee Tri-chair Karen Wong reviewed the [CPR schedule](#) for the current and incoming cohorts.

3.2. Feedback on the CPR Draft Workshop:

Committee Tri-chair Dr. Torria Davis presented on [Appreciative Inquiry](#), a methodology which helps highlight strengths, successes, and opportunities. Dr.

Davis took the committee through several examples of “good” versus “better” responses when “Impressed By,” “Concerned By,” or “Seeking Clarification” in the CPR process. Better responses were clearer and sought additional or clarifying information without judgment. After taking time to review example [instructional](#) or [student service](#) CPR responses, committee members broke into groups to discuss feedback. Committee members returned from breakout rooms and reported on what they were impressed by, what they were concerned by, and where they were seeking clarification in the example CPRs.

3.3. Feedback on CPR Drafts with your Team:

Committee tri-chair Karen Wong showed committee members how to log in and use the [Nuventive Improvement Platform](#). Members were shown how to run the Instructional and Student Services CPR Reports, apply the correct filters, and download the report as a Word document. She also explained that after approving the agenda and the minutes at the next IEC meeting that members can log off to confer with their partner(s) about the CPR feedback.

Karen introduced a shared Google Doc checklist, which will be used to record feedback, commendations, concerns, and recommendations. The checklist supports collaboration between review partners and will be shared with programs by February 23. Breakout time was provided for review teams to coordinate their approach and plan next steps.

4. ANNOUNCEMENTS

Please accept the Outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: 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 3:56 pm.