

Minutes of Institutional Effectiveness Committee
Held on February 23, 2026 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Tri-Chairs Present: Tony Viertel, Karen Wong

Members Present: Rachel Bell, Michael Cross, Stephen Fredricks, Chris Gibson, Evan Leach, Zahra Mojtahedi, Jarred Ramos, Kwame Thomas, Monique Ubungen Wardell, Ingrid Vargas, Tina Watts, Luis Zuniga

Guests Present: Tom Broxholm (Automotive Technology), Martina Center- Goodman (Middle College), Melissa Matthews (Educational Access Center), Thanh Nguyen (International Student Program), Ruben Parra (Automotive Technology), Luis Prado (STEM Center), Tiffany Schmierer (Art), Jessica Truglio (Educational Access Center), Clair Yeo-Sugajski (International Student Program)

Members Absent: Kalia Chavez, Torria Davis, Melanie Espinueva, Wendy Lee, Sandhya Patlolla, Mike Sharabi, Lauren Wagner

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

1. GENERAL FUNCTIONS

1.1. Call to Order

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

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Ingrid Vargas and seconded by Rachel Bell to approve the February 23 2026 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Chris Gibson and seconded by Tony Viertel to approve the January 26, 2026 meeting minutes. Motion carried.

3. DISCUSSION/REPORT

3.1. Revised Instructional CPR Feedback

Committee Tri-chair Karen Wong provided an update on the task group revising the Instructional Comprehensive Program Review (CPR) and Program Review

Update (PRU) templates. She reported that the group solicited and incorporated feedback from the IEC and the broader campus community. Earlier draft revisions to the PRU template, which proposed the same data questions as the CPR template on enrollment patterns, course success rates and degree and certificate completion, were not well received. The addition of those questions made the PRU feel like a mini-CPR. In response, the task group returned to the draft and revised the data component to focus more directly on that which is pertinent to program goals and other data that the program deems relevant.

Karen shared updated drafts of both templates and invited committee members to review the proposed changes in time for the next IEC meeting. Members also were asked to share the drafts with their constituents, solicit feedback, and enter comments directly into the documents in advance of the next meeting. The committee will review constituent feedback and discuss recommendations at the March 9 meeting, with the goal of finalizing revisions and voting on the updated templates at the March 23 meeting before forwarding them to CGC for consideration and adoption.

3.2. Final Prep on Providing Feedback on CPR Drafts

Committee members broke into groups to prepare feedback for program leads.

3.3. Feedback on CPR Drafts with your Team

Program representatives joined the meeting at 3:00 p.m. Committee Tri-Chair Tony Viertel provided important information and timelines pertaining to the final draft, CPR posters and CPR Share Outs. Committee members and guests then broke into groups to discuss feedback.

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: 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 p.m.