

Minutes of Institutional Effectiveness Committee
Held on March 9, 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, Kalia Chavez, Michael Cross, Stephen Fredricks, Chris Gibson, Melanie Espinueva+Aure, Evan Leach, Wendy Lee, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Tiffany Schmierer, Kwame Thomas, Monique Ubungen Wardell, Ingrid Vargas, Tina Watts, Luis Zuniga

Members Absent: Torria Davis, Mike Sharabi

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Karen Wong called the 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 Ingrid Vargas to approve the March 9, 2026 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Tony Viertel and seconded by Monique Ubungen Wardell to approve the February 23, 2026 meeting minutes. Motion carried.

3. DISCUSSION/REPORT

3.1. CPR Share Outs Guidelines

Committee Tri-chair Karen Wong provided [details](#) about the Share Outs events, covering an overview and reiterating the purpose and the format of the event.

3.2. CPR Share Outs Questions

Committee members discussed the proposed CPR Share Out questions and provided feedback. A few adjustments were made.

4. ACTION ITEM

4.1. Vote on the CPR Share Outs Questions

A motion was made by Tony Viertel and seconded by Rachel Bell to approve the revised CPR Share Outs questions. The motion passed unanimously.

5. DISCUSSION/REPORT

5.1. CPR Share Outs Call for Volunteers

Committee Tri-chair Tony Viertel described volunteer roles and asked the committee to volunteer to stage the CPR Share Outs.

5.2. Feedback on CPR and PRU Templates

Committee members broke into groups to discuss the CPR and PRU templates and posted their feedback as comments. Members returned from groups to report out on feedback.

6. ANNOUNCEMENTS

- Members were asked to invite constituents to the [CPR Share Outs](#) on April 13 from 2- 4:30 in Building 12's Farallon Room. If they can attend only part of the time, the in-person poster session will go from 2- 2:30, and the panel discussion will go from 2:30 onward in-person and via zoom. You're encouraged to forward the college-wide outlook invitation.
- Please accept the Outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: March 23; April 13 (in person from 2- 4:30), April 27, May 11.

7. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:56 p.m.