

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

**Tri-Chairs Present:** Tony Viertel, Karen Wong

**Members Present:** Kalia Chavez, Michael Cross, Melanie Espinueva, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Tiffany Schmierer, Mike Sharabi, Kwame Thomas, Monique Ubungen Wardell, Tina Watts

**Members Absent:** Rachel Bell, Torria Davis, Ingrid Vargas

**Guests:** Yancy Aquino (Biology), Kate Browne (Ed/Child Development), Luciano Castro (World Languages), Rachel Cunningham (Geography/ Global Studies), Alex Fuentes, Myla Guevarra (Ed/ Child Development), Sarah Guth (Biology), Simantini Karve (Biology), Liz Llamas (Personal Counseling), Hui Pate (Business/ BCSM, Real Estate), Lia Tjandra (Health and Wellness Center)

**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 2:13 p.m.

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

### **2.1. Approve Agenda**

A motion was made by Tina Watts and seconded by Monique Ubungen Wardell to approve the March 23, 2026 meeting agenda. Motion carried.

### **2.2. Approve Minutes**

A motion was made by Tina Watts and seconded by Tony Viertel to approve the March 9, 2026 meeting minutes. Motion carried with one abstention.

## **3. DISCUSSION/REPORT**

### **3.1. CPR Volunteers**

Committee Tri-chair Karen Wong reminded the committee to be present in person for the CPR Share Outs on April 13 and asked for volunteers to help facilitate the event.

### **3.2. Instructional Program Review Templates (Goal 5)**

Committee Tri-chair Karen Wong provided an overview of the CPR and PRU template update process. Members were given time to review the current drafts before voting.

## **4. ACTION ITEM**

### **4.1. Instructional Program Review Templates Vote**

A motion was made by Tony Viertel and seconded by Jarred Ramos to recommend that the College Governance Council (CGC) adopt the updated Instructional Program Review Templates on behalf of the College. The motion carried unanimously.

## **5. DISCUSSION/REPORT**

### **5.1. 2026-2027 IEC Representatives**

Committee Tri-chair Tony Viertel asked committee members to note if they plan to continue on the IEC next year, and if not, to recruit someone to replace them.

### **5.2. 2026- 2027 CPR Work Session (Goals 2,4)**

Committee Tri-chair Karen Wong welcomed CPR team leads as committee guests, before they broke into separate instructional and student service groups to increase their familiarity with the Platform's tools and data sources and begin to draft responses in the highlighted fields.

## **6. ANNOUNCEMENTS**

- Please announce the [CPR Share Outs](#) to your constituents.
- Please accept the Outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: April 13 (in person from 2- 4:30), April 27, May 11.

## **7. ADJOURNMENT**

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