

Minutes of Institutional Effectiveness Committee

Held on May 11, 2026 | 2:10-4:00 p.m.

Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Tony Viertel, Karen Wong

Members Present: Michael Cross, Melanie Espinueva, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Tiffany Schmierer, Kwame Thomas, Ingrid Vargas, Tina Watts

Members Absent: Kalia Chavez, Torria Davis, Mike Sharabi , Monique Ubungen Wardell

Resource Persons: Gavin Townsley, Becky Threewit (Absent)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-Chair Tony Viertel called the regular meeting to order at 2:14 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Tiffany Schmierer and seconded by Tina Watts to approve the May 11, 2026 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Tina Watts and seconded by Kwame Thomas to approve the March 23, 2026 meeting minutes. Motion carried.

3. DISCUSSION/REPORT

3.1. Instructional CPR Templates Approved by College Governance Council on 4/22/26 (Goal 5)

IEC Tri-Chair Karen Wong announced that the College Governance Council (CGC) approved the College's adoption of the updated instructional program review templates. The student services program review templates will be reviewed and updated in the 2026-2027 academic year.

3.2. Reflections on the CPR Share Outs and Ways to Strengthen It

IEC Tri-Chair Karen Wong congratulated programs who had just completed the CPR process and highlighted the [Skyline Shines article about the Share Outs](#), which captured student successes, challenges and innovations.

She then shared [feedback from the 2026 CPR Share Outs](#), which informed discussion in breakout rooms about how to further strengthen the Share Outs:

1. How can we spark more dialogue between program representatives, making it more conversational?
2. How can we increase attendance at the CPR Share Outs?
3. What are your general impressions of what worked or can be improved?

Potential modifications included timing (e.g., division meeting or Flex Day(s) to increase attendance), location (e.g. a more central location, Building 6's Fireside Dining Room or upstairs), scale and goal (e.g., low-key and informal vs. more formal), panel format/ questions and larger role for IEC to prepare inquiries.

3.3. Institutional Student Learning Outcomes (ISLOs) Student Self-Assessment Survey Results (Goal 3)

PRIE's Zahra Mojtahedi and Wendy Lee presented an overview of the [Spring 2025 ISLO student self-assessment survey results](#). (The presentation was a Part II to the [IEC presentation given on November 17, 2025](#)), In addition to presenting on the overall average scores by ISLO, they revisited survey methodology, discussed limitations of the survey results, and-engaged the committee in a discussion of how to strengthen future ISLO assessment efforts at the College.

1. How can Skyline College improve student survey participation rates to strengthen the representativeness and usefulness of future ISLO assessment efforts?
2. What else would make future ISLO assessment findings more actionable?

Ideas included building in class time to administer surveys to help with higher response rates (particularly in-person, when possible), offering students incentives, and sustaining PD around specific ISLO(s) through Flex Day(s), which would include multiple strands for continuity of engagement.

3.4. Wrapping up the Year

Tri-Chair Tony Viertel facilitated feedback solicitation by administering the 2025-2026 IEC Committee Feedback Survey. He also provided a reminder to continuing IEC members to add their names to the program they're interested in supporting in the 2026-2027 academic year.

4. ADJOURNMENT

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