

Minutes of Institutional Effectiveness Committee
Held on September 28, 2026 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Katie Manbachi, Bianca Rowden-Quince, Karen Wong

Members Present: Jessica Belluomini, Kalia Chavez, Izzy Chuong, Stephen Fredricks, Melanie Espinueva+Aure, Myla Guevarra, Raymon Gutierrez, Evan Leach, Wendy Lee, Kyar Loo, Marisa Maccaro, Zahra Mojtahedi, Sandhya Patlolla, Christian Reyes-Aguilar, Mike Sharabi, Kwame Thomas, Gavin Townsley

Members Absent: Christian Sanchez, Ingrid Vargas

Resource Persons: Becky Threewit

1. GENERAL FUNCTIONS

Call to Order

Committee Tri-Chair Karen Wong called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1 Approve Agenda

A motion was made by Zahra Mojtahedi and seconded by Evan Leach to approve the September 28, 2026 meeting agenda. The motion carried.

2.2 Approve Minutes

A motion was made by Gavin Townsley and seconded by Kwame Thomas to approve the September 14, 2026 meeting minutes. The motion carried.

3. DISCUSSION/REPORT

3.1. IEC CPR Teams Housekeeping

Committee Tri-chair Katie Manbachi reviewed [IEC CPR teams](#) as well as useful tools on the [CPR website](#), such as the CPR Review Checklist. Katie also provided a brief tour of the Nuventive Improvement Platform, and resources available to instructional programs to evaluate their programs.

3.2. Overall Program Data Report Orientation

Zahra Mojtahedi walked the committee through a sample Overall Program Data Report, reviewing key elements including the definitions tab and the report's core data sections. She clarified the distinction between unduplicated headcount and enrollment, as well as how FTES differs from headcount as a measure of student

activity, noting these are among the more commonly confused metrics in the report. She also walked through the report's demographic breakdowns by year, and how subject-level success rates by demographic group are presented alongside college-wide comparisons. She noted that data is suppressed with an asterisk when fewer than 10 students are represented, to protect student privacy.

Zahra also spoke briefly to the difference between “static” data packets and interactive [Tableau dashboards](#), noting that both serve a purpose in CPR and that the packets are not going away, though they may become optional as PRIE expands its interpretive support, including narrative data memos provided to CPR cohorts.

3.3. Appreciative Inquiry

Committee Tri-Chair Bianca Rowden-Quince introduced the [Appreciative Inquiry Framework](#), which the committee will use when engaging with programs' CPR drafts and data. She emphasized that the framework encourages a strength-based, curiosity-driven approach rather than a critical one, with the goals of recognizing program strengths, identifying opportunities for improvement, and serving as a thought partner in generating new ideas. She noted that as outsiders to the programs, committee members should also use these conversations to ask questions and gain context that data alone cannot provide.

Bianca outlined three components of the framework members will use to structure their feedback: “Impressed By” (strengths, accomplishments, or positive trends, such as sustained increases in course success rates or strong alignment between program goals and student learning outcomes); “Concerned By” (areas that may warrant improvement or further exploration, such as declining enrollment trends or equity gaps in course success rates); and “Wondering About” (areas requiring additional context or clarification from the program). Following the overview, committee members were directed to breakout rooms to apply the framework to specific data points from their assigned programs.

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: October 12 & 26, November 2 and 16 (1st & 3rd M), January 25, February 8 & 22, March 8 & 22, April 12 (in-person from 2- 4:30) and 26, May 10.

Please announce and participate in the Accreditation Open Forum, where faculty and staff can directly address the site visit members. It will take place on Wednesday, September 30, from 12 - 1 pm in Rooms 6202-6. The Accreditation Exit Report will take place from 3- 3:15 in Rooms 6202-6.

5. ADJOURNMENT

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