Skyline College



**Minutes of Institutional Effectiveness Committee**
**Held on October 12, 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, Izzy Chuong, Stephen Fredricks, Myla Guevarra, Raymon Gutierrez, Evan Leach, Wendy Lee, Kyar Loo, Marisa Maccaro, Zahra Mojtahedi, Sandhya Patlolla, Christian Reyes-Aguilar, Kwame Thomas, Gavin Townsley, Ingrid Vargas

**Members Absent:** Kalia Chavez, Melanie Espinueva+Aure, Christian Sanchez, Mike Sharabi

**Guests:** Michelle Amaral (Ed/Child Development), Luciana Castro (World Languages), Rachel Cunningham (Geography/ Global Studies), Liz Llamas (Personal Counseling), Judith Martinez (Health and Wellness Center/ Personal Counseling), Jennifer Merrill (Psychology/ Social Sciences), Lia Tjandra (Health and Wellness Center), Tina Watts (Ed/Child Development),

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## 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 Gavin Townsley and seconded by Kwame Thomas to approve the October 14, 2026 meeting agenda. The motion carried.

### 2.2 Approve Minutes

A motion was made by Ingrid Vargas and seconded by Jessica Belluomini to approve the September 28, 2026 meeting minutes. The motion carried with one abstention.

## 3. DISCUSSION/REPORT

### 3.1. IEC CPR Teams Calendar for 2026- 2027

Committee Tri-chair Bianca Rowden-Quince pointed out the activities highlighted in blue on the calendar that pertain to IEC members. She explained that the two CPR cohorts overlap in the spring semester, as the IEC onboards the new cohort with the orientation while providing feedback to the current cohort on their draft and

participating in the Share Outs. She also noted that the Summer Curriculum Institute will resume that will enable instructional programs to attend to updating course outlines of record over the summer.

**3.2. CPR Share Outs Discussion: How to Garner More Participation (Goal 2)**
Committee Tri-Chair Karen Wong explained primary purposes for the CPR Share Outs that was created by the IEC: to enable programs to share their achievements and challenges in a less stressful format than presentations, and for faculty/ staff to transcend programmatic silos. Because CPR Share Outs attendance seems to have waned, the IEC last spring suggested changes, two of which have been implemented: (a) moving the CPR Share Outs to a more central location, 6202- 6, and (b) scheduling the poster session to take place during the April flex day (in addition to the usual CPR Share Outs).

In breakout rooms, members discussed other potential strategies to increase participation such as: (a) refining the posters so that it's clear what the CPR Share Outs are and why someone may want to attend, (b) partnering with Promise Scholars Program and others so that students can receive extra credit for attending, (c) revisit format, for instance hosting a program or related programs for critical dialogue throughout the year rather than the once a year CPR Share Outs, (d) reflect on whether CPR Share Outs are fulfilling their purpose, and whether the campus really wants it.

**3.3. CPR Consultation (Goal 3)**
Bianca welcomed representatives from programs undergoing CPR, and reminded them of the second consultation on program goals that will take place on November 2. IEC CPR teams met with program representatives in breakout rooms. Afterward, representatives expressed appreciation for the support, calling out the students' perspectives, and gaining clarity on what to emphasize and receiving encouragement to trumpet program achievements.

## 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 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 remind constituents that Annual Resource Requests are due in the Platform by November 13 and must be associated with a program goal. They should consult with their dean.

## 5. ADJOURNMENT

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