



**Minutes of Institutional Effectiveness Committee
Held on February 25, 2019
Held in Building 6, Room 6-203**

Chairperson:

Karen Wong

Members Present:

Steve Aurilio, Sara Benchohra, Jim Bowsher, Tony Brunicardi, Stephen Fredericks, Zaid Ghori, Evan Leach, Zahra Mojtahedi, Gabriela Nocito, Michael Reiner, Kwame Thomas, Sujatha (Suji) Venkataraman

Members Absent:

Grace Beltran, Wissem Bennani (Zaid substituted for Wissem), Nicole Porter

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 3:05 p.m.

II. Approval of Agenda

A motion was made by Stephen Fredricks and seconded by Zaid Ghori to approve the February 25, 2019 agenda. Motion carried unanimously.

III. Approval of Minutes

No change was proposed on the [January 28, 2019 Minutes](#). Thus, the January 28, 2019 Minutes were approved as written.

REPORT/ DISCUSSION

IV. Overview of the Comprehensive Program Review process and the Role of the IEC

In spring 2018, the Academic Senate's Curriculum Committee officially transferred the Comprehensive Program Review (CPR) cycle to the Strategic Planning and Allocation of Resources Committee (SPARC). With more non-instructional programs participating in the Comprehensive Program Review, and CPR encompassing program evaluation, planning and resource requests, it is befitting that a committee such as SPARC review the CPRs since SPARC is charged with coordinating and integrating college-wide planning and budgeting. In addition, SPARC members represent all of the major campus constituencies.

Both SPARC and its sub-committee, the Institutional Effectiveness Committee (IEC), will begin reviewing, evaluating, and providing feedback in response to CPR submissions, and hosting the CPR presentations, beginning AY 2018/19. The change is intended to strengthen the College's integrated planning and resource allocation cycle, and to provide more feedback to CPR presenting teams than in the past.

IEC will provide CPR presenting teams feedback to the PSLO prompt, II.A.2. IEC will break itself into five teams consisting of representatives from different disciplines, and engage in appreciate inquiry with the CPR presenting teams.

Below are the IEC CPR review teams:

- Zahra Mojtahedi, Evan Leach, Grace Beltran
 - To review Arts & Film and Disability Resource Center (DRC)
- Stephen Fredricks, Sara Benchohra, Suji Venkataraman
 - To review Library and Economics
- Gabriela Nocito, Zaid Ghori/ Wissem Bennani, and Kwame Thomas
 - To review Athletics and Business
- Jim Bowsher, Steve Aurilio, and Vincent Chandler
 - To review Automotive Technology and Mathematics
- Michael Reiner, Tony Brunicardi /Jan Fosberg, Nicole Porter
 - To review the Learning Center and English

[Comprehensive Program Review Training Slides.](#)

V. Review of the ESOL CPR

Each CPR review groups (in above listed teams) was given 15 minutes to review and discuss the II.A.2 prompt of ESOL CPR. Some of the feedback was highlighted below:

- The response was concise and clear.
- Without reading the entire packet of the CPR submission, the response to II.A.2 was not very clear.

ANNOUNCEMENTS

VI. Reminders for the areas you represent

A. Work Session on Friday, March 1, Rooms 6202-6. Key resources are SLOAC coaches, an updated SLOAC Framework and website, and refreshments will be provided.

VII. IE Committee Meetings

Please designate the following Mondays for the 2018/2019, for the IE Committee meetings, March 25, and April 22.

NEXT REGULAR MEETING

The next regular meeting will be held on March 25, 2019 in Room 6-203 from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:01 p.m.

Minutes were approved by Members on March 25, 2019.