



Minutes of Institutional Effectiveness Committee
Held on February 8, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/86183451230>

Chairpersons:

Karen Wong, Chris Gibson, Vincent Chandler

Members Present:

Steve Aurilio, Marianne Beck, Michael Cross, Stephen Fredericks, Evan Leach, Zahra Mojtahedi, Gabriela Nocito, Ruben Parra, Justin Piergrossi, Alexandra Raefsky, Danni Redding Lapuz, Tiffany Schmierer, Ingrid Vargas, Russell Waldon

CPR Teams Present:

History – George Buckingham, Mustafa Popal, John Ulloa
Other STEM Programs – Carla Grandy
Physics/Astronomy – Emilie Hein
Political Science – Jeff Diamond
Real Estate – Soledad McCarthy
Student Life and Leadership Development – Alvin Gubatina, Ryan Samn
Transfer Center – Lucy Jovel

Other Guest Present:

Andrea Fuentes, Bianca Rowden - Quince

Members Absent:

Thomas Gower, Athena Nazario, Kwame Thomas

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:12 p.m.

II. Approval of Agenda

A motion was made by Ruben and seconded by Michael Cross to approve the February 8, 2021 Agenda. Motion carried unanimously.

III. Approval of Minutes

No amendments made to the January 25, 2021 minutes. The minutes stand approved.

REPORT/ DISCUSSION

IV. Comprehensive Program Review Orientation

The Comprehensive Program Review Orientation was led by the tri – chairs.

The Orientation highlighted changes to the program review cycle:

- Institutional Effective Committee (IEC) will provide ongoing, collegial support;

Approved Minutes

- Dean's role is more consistent in being actively engaged;
- Two new templates were create: instruction and student/learning support services
 - Equity integrated throughout the document
 - Added explicit student voice component;
- Cycle is now a three - semester process;
- High level trends will be communicated to SPARC and the Academic Senate;
- Program review and the resource allocation processes were uncoupled.

The Orientation also was a brief introduction to each of the five sections of the CPR, and included three activities for those undergoing program review to meet and work with their [IEC Support Team](#). With the first, faculty and staff from programs undergoing program review shared program achievements with their IEC Support Team. Later they worked together to discuss two case studies, one focused on issues of access, and the other on effectiveness. Responses to both case studies were captured on Jam board, shared out, and sent to everyone in the follow-up e-mail to the Orientation.

ANNOUNCEMENTS

Instructional programs should review and update course SLO mapping to ISLOs by the end of the semester. For assistance, reach out to Karen Wong and keep an eye out for announcements on work sessions.

IEC will start meeting twice a month beginning in spring 2021. Please designate the following Mondays for the 2020/2021 IE Committee meetings that typically take place on the fourth Mondays from 2:10- 4 pm via zoom: February 22, March 8, March 22, April 12, April 26, May 10. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on February 22, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:58 p.m.

Minutes were approved by Members on February 22, 2021.