



Minutes of Institutional Effectiveness Committee
Held on April 26, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/86183451230>

Chairpersons:

Karen Wong, Vincent Chandler

Members Present:

Steve Aurilio, Anthony Brunicardi, Gina Ciardella Palmer (substituting for Marianne Beck), Michael Cross, Zahra Mojtahedi, Athena Nazario, Gabriela Nocito, Ruben Parra, Alexandra Raefsky, Danni Redding Lapuz, Tiffany Schmierer, Kwame Thomas

Members Absent:

Stephen Fredericks, Chris Gibson, Thomas Gower, Evan Leach, Ingrid Vargas, Russell Waldon

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Vincent Chandler called the regular meeting to order at 2:12 p.m.

II. Approval of Agenda

A motion was made by Ruben Parra and seconded by Danni Redding Lapuz to approve the April 26, 2021 Agenda as written. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Ruben Parra and seconded by Gabriela Nocito to approve the April 12, 2021 minutes as written. Motion carried, with one objection.

REPORT/ DISCUSSION

IV. Guidelines to determine which programs should undergo program review

Karen presented the document "Guidelines for who should undergo program review v3."

The IEC Chairs solicited feedback on:

- recommendations to combine smaller and/or similar programs;
- the process of adding new programs into the program review cycle
 - A suggestion was made to add that new instructional programs should be reviewed and approved by the Curriculum Committee before being added to the program review cycle

ACTION ITEM

V. Vote on recommendation to SPARC/ CGC about the guidelines to determine which programs should undergo program review

The IEC Chairs incorporated the feedback from Item IV into the guidelines. A motion was made by Michael Cross and seconded by Ruben Parra to approve and recommend that the Strategic Planning



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Allocation of Resources/ College Governance Council (SPARC/CGC) approve the revised guidelines to determine which programs should undergo program review. Motion carried unanimously.

REPORT/ DISCUSSION

VI. IEC Membership

Due to a quirk in scheduling, and the need to get the proposed changes to the IEC membership through governance, SPARC already approved the revised composition prior to IEC consultation. However, the IEC Chairs sought members' feedback for future consideration, and in the event the College Governance Council raised concerns.

In the approved proposal, IEC Chairs proposed expanding IEC membership due to IEC's responsibility to support programs undergoing program review, and of desiring to have the committee represent all of the major areas across campus. Feedback was solicited from the Senates, deans, and student life leadership. Some deans expressed concern that having two divisional representatives may not be feasible. The situation may be compounded by the faculty union's piloting of a point system to track faculty's work outside of their teaching assignment, which may adversely impact having a sufficient number of faculty to serve on campus committees. Thus, they proposed reducing representation to one per division, or assigning certain numbers of faculty, classified professionals, and administrators, without necessarily requiring a representative per division.

With the background provided, IEC Chairs invited members for their feedback. Among the highlights are the following:

- How was the estimate about the number of members made?
 - Karen Wong explained that in one year, 11 programs are undergoing CPR. Assuming teams of at least two members will support these programs, then 22 minimum members are needed. Though other years have fewer programs, at least ten more programs will be added to the calendar in this year alone.
- Small divisions could have one representative, especially those with few faculty and/or staff. Karen acknowledged this is a valid concern, and also noted that the Academic Senate Executive Team recommended more, rather than fewer, members. The Classified Senate leadership also expressed a desire for more representation. The IEC tri-chairs tried to be responsive to their feedback in shaping the approved proposal, but are open to revisiting the membership after AY 2021-2022.
- A similar suggestion is to have a representative per division, but year by year to add more members whose expertise is pertinent to those undergoing program review. This idea is intriguing, though the challenge is that program review takes place across three semesters. In addition, it could confuse deans since the number of appointments would not be consistent year to year.

VII. Appreciative inquiry about program data

Chair Chandler reiterated the importance of appreciative inquiry about program data, narrowing the focus to posing challenging questions pertaining to equity. Such dialogues will help program staff to identify strengths and opportunities.

Zahra Mojtahedi presented an example of a data packet to illustrate how questions of equity may be explored and analyzed, but cautioned about there being no single, definitive approach. The importance



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of putting program outcomes in context of college-wide trends was emphasized, in order to make more sense of program-specific data.

Members worked in teams of two programs to review data packets from the programs they're tasked with supporting.

ANNOUNCEMENTS

The following Program Review Update templates will be presented to SPARC and CGC for approval to be piloted: [Instructional](#) and [Student/ Learning Support Services](#). The Comprehensive Program Review (CPR) Template revisions will be presented as an informational item since they've already been approved for piloting: [Instructional](#) and [Student/ Learning Support Services](#).

Instructional programs should review and update course SLO mapping to [ISLOs](#) by the end of the semester. A [matrix with the ISLO sub-descriptors](#) worksheet is available, as are [each program's mapping](#) in google docs. For assistance, reach out to Karen Wong. Mapping is the primary task associated with the [ISLO mapping proposal](#) that was approved last semester.

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: May 10. Outlook invitations were sent.

IEC meetings next year are the second and fourth Mondays from 2:10 – 4: August 30, September 13 & 27, October 11 & 25, November 8 & 22, January 31, February 14 & 28, March 14, April 11& 25, May 9. A few changes may be made to the spring schedule to ensure that the IEC can accommodate program review responsibilities

NEXT REGULAR MEETING

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

ADJOURNMENT

There being no further business, a motion was made by Zahra Mojtahedi and seconded by Gabriela Nocito to adjourn the April 26, 2021 meeting. The meeting was adjourned at 4:01 p.m.

Minutes were approved by members on May 10, 2021.