



Minutes of Institutional Effectiveness Committee
Held on September 27, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: <https://smccd.zoom.us/j/81437528416>

Chairpersons:

Chris Gibson, Karen Wong, Rika Yonemura-Fabian

Members Present:

Claudia Acevedo, Steve Aurilio, Grace Beltran, Kevin Corsiglia, Michael Cross, Ricardo Flores, Stephen Fredricks, Andrea Fuentes, Tara Grover, Jenny Le, Evan Leach, Alexa Moore, Ellen Murray, Zahra Mojtahedi, Athena Nazario, Ruben Parra, Kim Saccio, Chantal San Felipe, Christina Shih, Ingrid Vargas, Russell Waldon

Member Absent:

Vincent Chandler, Ariackna Soler

Guests Present:

Joseph Adams, Carla Grandy, Emilie Hein, Soledad McCarthy

Resource:

Belinda Chan (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Christopher called the regular meeting to order at 2:14 p.m.

II. Approval of Agenda

A motion was made by Michael Cross and seconded by Andrea Fuentes to approve the September 27, 2021 Agenda. Motion carried unanimously.

III. Approval of Minutes

A motion was made by Michael Cross and seconded by Andrea Fuentes to approve the September 13, 2021 minutes as written. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Comprehensive Program Review: Writing Goals

Prior to this IEC meeting, members and CPR team members were invited to share what a goal is via an email. Their contributions impacted the word cloud, which surfaced the notions of trying and accomplishing something [new], planning, and something measurable. This led to further discussion on the distinction between goals, implementation steps, and measures, as well as S.M.A.R.T. planning.

In breakout rooms, members were then asked to apply these concepts to one of three case studies, generating a goal and measures, as well as implementation steps if they had enough time.

Case Study 1: Meta-Major Onboarding for Undeclared Students

- To increase the share of transfer-seeking first-time students who have a declared major from 70% to 95% by the end of the first semester.
- Another goal was to increase the transfer rate of first-time students by ___%. In regards to such a goal, participants were encouraged to consider their program design, duration, and

specific areas of impact, so that the expected outcomes, or “goals” of their programs are within the realm of their program’s expected impact.

Case Study 2: STEM Program Enrollment

- To increase the number of male students of color enrolled in STEM courses by ___% over the next 5 years. They also generated implementation steps.

Case Study 3: Gaps in Success Rates

- To reduce the gaps by ___%
- Most of the posts centered on implementation steps, so something to think about is the overarching purpose of these steps, which would essentially be the goal.

See [Comprehensive Program Review: Articulating Goals](#) and [Case Studies on Goals](#) for more details.

V. Program Review Calendar

Karen Wong presented the updated Program Review Calendar, with program reviews every seven years. She showed the ten student service programs and one instructional program that were added. Newly added programs whose PRU is scheduled for this November will have a year’s extension.

ACTION ITEM

VI. Vote on recommending that the College Governance Council (CGC) adopt the Program Review Calendar

Ruben Parra made a motion, and seconded by Russell Waldon, to adopt the [updated CPR calendar](#). Motion carried unanimously.

REPORT/ DISCUSSION

VII. Comprehensive Program Review Culminating Experience: Presentation

The document that articulates the purpose of presentations was updated with feedback garnered from the college-wide community.

Members’ additional comments shared in this meeting were the following:

- Interaction and engagement with the upper management would be helpful. (Noted – the draft explicitly addresses this point.)
- Recording will be beneficial for future reference and for new CPR presenters.
- On the other hand, recording the presentations may invite less candid feedback.
- For the fourth point that the presentation will serve as an “artifact,” it would help to provide narrower guidelines. The IEC will further discuss if approved.
 - Perhaps focus on three questions: where are we? where do we want to go? and what support do we need? Or for the third question, how are we planning to get there?

See [the draft](#) for more details.

The vote on whether to require the presentation was delayed to ensure that the question is contextualized within the larger purpose of the presentation. Members were encouraged to consider whether those purposes can be achieved without a presentation, and if a presentation is not required, to generate and solicit alternatives to fulfill those purposes.

ACTION ITEM

VIII. Vote on CPR Culminating Experience: Presentation

Michael Cross made a motion, and seconded by Andrea Fuentes, to approve the drafted of the purpose of CPR presentations. Motion carried with all but two abstentions.

REPORT/ DISCUSSION

IX. Rubric's Purpose, Timing, and Content

An updated CPR rubric was presented, which has incorporated feedback and comments suggested by members from the last meeting. An alternative checklist also was drafted. A rubric and checklist also are being drafted for the student/learning support services.

Discussion centered on whether feedback be formative as drafted, or summative (after the CPR is submitted). If formative, then the rubric/checklist would likely be used.

See [the draft](#) for more details.

ACTION ITEM

X. Vote on the Rubric's Purpose and Timing

Tara Grover made a motion, and seconded by Ricardo Flores, to recommend formative feedback be provided as drafted. Motion carried with all but two abstentions.

ANNOUNCEMENTS

XI. Members should be prepared to receive an e-mail from the IEC Tri-Chairs about the purpose of the CPR presentation and whether it should be required in order to solicit input from their constituent groups.

XII. The IEC meetings are held on the second and forth Mondays except when indicated, from 2:10 – 4 pm: October 11 & 25, November 8 & 22, January 31, February 14 & 28, March 7 & 21 (1st and 3rd Monday due to spring break), April 11 & 25, and May 9. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on October 11, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

No further business was discussed. A motion was made by Michael Cross, and seconded by Russell Waldon and Andrea Fuentes simultaneously to adjourn the meeting. The September 27, 2021 meeting was adjourned at 3:58 p.m.

Minutes were approved by Members on October 11, 2021.