



**Minutes of Institutional Effectiveness Committee  
Held on March 21, 2022, 2:10 p.m. - 4:00 p.m.**

Zoom: <https://smccd.zoom.us/j/81437528416>

**Chairpersons:** Karen Wong, Rika Yonemura-Fabian

**Members:** Claudia Acevedo, Joseph Adams, Steve Aurilio, Grace Beltran, Michael Cross, Stephen Fredricks, Andrea Fuentes, Tara Grover, Zahra Mojtahedi, Alexa Moore, Ellen Murray, Ruben Parra, Kim Saccio, Chantal San Felipe, Christina Shih, Ingrid Vargas, Russell Waldon

**Members Absent:** Kevin Corsiglia, Ricardo Flores, Chris Gibson, Evan Leach, Athena Nazario, Ariackna Soler (co-represents Enrollment Services), Chikako Walker

**Guests:** Guillermo Alonzo, Raul Amaya, Lindsey Ayotte, Lorraine DeMello, Jacquie Escobar, Melanie Espinueva, Nick Langhoff, Flor Lopez, Mandy Lucas, Jose Milan, Nate Nevado, Beatriz Qura Del Rio, Karmann Robbins, Elayne Rodriguez, Carlos Romero, Brittney Sneed, Chad Thompson,

**Resource:**

Becky Threewit (Recorder)

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**GENERAL FUNCTIONS**

**I. Call to Order**

Karen Wong called the regular meeting to order at 2:13 p.m.

**II. Approval of Agenda**

A motion was made by Zahra Mojtahedi and seconded by Andrea Fuentes to approve the March 21, 2022 agenda. The motion was approved with no abstentions.

**III. Approval of Minutes**

A motion was made by Michael Cross and seconded by Ruben Parra to approve the March 7, 2022 minutes. The motion was approved no abstentions.

**REPORT/DISCUSSION**

**IV. Feedback on Effective Communication Rubric**

Michael Cross and Andrea Fuentes presented on the Effective Communication ISLO revision. Details can be found in the [PowerPoint presentation](#).

Discussion centered on what's meant by "shared meaning." No single term can adequately capture what's meant by it, nor would additional details that could result in the rubric being overly wordy. Essentially "shared meaning" is a transactional process between the producer and receiver, and expectations will differ depending on the discipline and/or project. For instance, the expectation for an expository essay, which has an explicit message reinforced by rhetoric, differs from that of poetry or dance, in

which multiple interpretations are possible. Users of the rubric are encouraged to have further discussion within their respective disciplines as to what's expected from "shared meaning" rather than belaboring all of the possibilities within the rubric.

Conversation about whether to use the general versus specific criteria with the last descriptor was truncated.

## **ACTION ITEM**

### **V. Vote on Recommending that the College Adopt the Revised Effective Communication ISLO Rubric**

A motion was made by Michael Cross and seconded by Ellen Murray to recommend that the College adopt the revised Effective Communication ISLO with the "general criteria" for the third descriptor. Eleven out of sixteen (69%) members voted "yes," with five out of sixteen (31%) abstaining. The revised version was approved.

## **REPORT/DISCUSSION**

### **VI. CPR Consultation**

2022-23 CPR teams joined the group to begin early discussion of CPR process. Members and CPR teams broke into breakout rooms to meet. Staff from all programs were present except Accounting, Anthropology and the International Studies Program. (ISP staff arranged for a meeting outside of the IEC meeting time.)

## **ANNOUNCEMENTS**

- VII.** To prepare for the presentations, minimally be prepared to comment or pose a question to the CPR group you supported.
- VIII.** During and after the presentation, add observations to the end-of-the-year report that we will present to the Academic Senate and the Strategic Planning and Allocation of Resources Committee. They'll pertain to the following: (a) major insights, (b) common challenges, (c) innovation/best practices, (d) exemplars of collaboration between programs.
- IX.** Invite your colleagues to attend the CPR presentations in April.
- X.** IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: April 11& 25, May 9. Outlook invitations were sent.
- XI.** Optional for IEC members: Attend the Curriculum Committee's "Curriculum Mystery" workshop on April 6, 2:10 – 4 (Outlook invitations were sent)

## **NEXT REGULAR MEETING**

The next regular meeting will be held on April 11, 2022 via Zoom from 2:10 p.m. to 4:00p.m.

## **ADJOURNMENT**

With no further business, Karen Wong ended the meeting at 4:01 p.m.