Minutes of Institutional Effectiveness Committee
Held on February 22, 2021, 2:10 p.m. - 4:00 p.m.
Zoom: https://smccd.zoom.us/j/98180170001

Chairpersons:
Karen Wong, Chris Gibson, Vincent Chandler

Members Present:
Steve Aurilio, Marianne Beck, Anthony Brunicardi, Michael Cross, Stephen Fredericks, Evan Leach, Zahra Mojtahedi, Athena Nazario, Alexandra Raefsky, Danni Redding Lapuz, Tiffany Schmierer, Kwame Thomas, Ingrid Vargas, Russell Waldon

Members Absent:
Thomas Gower, Gabriela Nocito, Ruben Parra

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 Tiffany Schmierer and seconded by Danni Redding Lapuz to approve the February 22, 2021 Agenda. Motion carried unanimously.

III. **Approval of Minutes**
   No amendments made to the February 8, 2021 minutes. The minutes stand approved.

REPORT/ DISCUSSION

IV. **New Academic Senate IEC Tri-Chair, Vincent Chandler**
   Vincent Chandler, appointed by Academic Senate, is officially the IEC Tri-Chair for a full CPR cycle.

V. **Debrief CPR Orientation**
   - It is good to provide an overview and end with the "next step". It helps to have a smaller action item for participants to take with them. Perhaps outlook calendar invitations can be sent as reminders as to what programs can have completed by certain dates. (Note: A suggested timeline of completion for both templates is posted on the CPR website. It will be more explicitly referenced in future Orientations.)

   - Orientation was very well planned - very thoughtful and organized, but was a bit confusing about what was expected during the group work, especially if members were not present from the programs undergoing program review.

   - It would be helpful for IEC members to know their assigned program(s) ahead of the meeting, including important deadlines. (Note: Moving forward, the IEC Chairs plan to announce teams in advance but did not have enough time this round since the program review charge was a very recent change.)

- The two hour "required orientation program" could be followed with some "open time" to begin drafts for those interested in seeking support.

- Maybe more time (longer format) could be provided to support those who are completely new to it, perhaps during flex days. More time could be provided to draft responses.

- Surveys about the Orientation's effectiveness should be administered during or immediately afterward so everything is completed at once.

Tri-Chairs thanked members for their participation and invaluable feedback.

VI. **Program Review Update (PRU) Template: Instructional and Student/Learning Support Services**
Members were divided into five groups to review and discuss the Instructional PRU Template and Student/Learning Support Services PRU Template.

Some comments from the Committee included:

- Good that goals are up front and the priority.
- Provide clearer instructions on how much of a response is expected for each question.
    - In the future, provide examples of completed PRUs for instructional and student/learning support services as references.
- Provide guidance on where to find relevant information/documents, such as Improve reports.
- After resource requests, clarify that a separate form needs to be completed to actually submit it.
- The questions make sense, but the format makes the document hard to follow.
    - Text boxes and word count need to visually match.
    - Implementation steps should be separated out as its own row (for each goal).

Members are encouraged to solicit feedback on both templates from their constituents.

VII. **CPR Rubric Pilot and Feedback**
Members worked in groups to review the CPR Rubric.

Comments from the Committee included:

- To include comment box after each of the five sections instead of at the end of the document.
- To replace "satisfactory" with "proficient."
- Some acronyms need to be clarified.
- Some descriptions are clear about what constitutes "satisfactory" but others need more clarification. 3.B is a good example while 2.B. raises the question about what it means to be "clearly described."

ANNOUNCEMENTS
Instructional programs are reminded to 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.

Data dashboards on student enrollment, course outcomes, degrees and certificates, and UC/CSU transfers, are available.

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: 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 March 8, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT
There being no further business, Evan Leach made a motion, which was seconded by Russell Waldon to adjourn the meeting. February 22, 2021 was adjourned at 3:58 p.m.

Minutes were approved by Members on March 8, 2021.