

**Minutes of Institutional Effectiveness Committee
Held on September 11, 2023 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>**

Chairs Present: Chris Gibson, Ame Maloney, Karen Wong

Members Present: Felicia Alvarez- Mazzi, Perry Chen, Michael Cross, Ricardo Flores, Stephen Fredricks, Lucy Jovel, Kelly Li, Zahra Mojtahedi (Recorder), Alexa Moore, Mike Sharabi, Irah Tancioco, Monique Ubungen, Ingrid Vargas Suji Venkataraman, Lauren Wagner, Tina Watts

Members Absent: Steve Aurilio, Ellen Murray, Jimmy Wong (on leave)

Guest: Andrea Fuentes

Vacant: Management Council (1), STEM (1)

Resource Persons: Wendy Lee (Absent)

1. GENERAL FUNCTIONS

1.1. Call to Order

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

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Zahra Mojtahedi and seconded by Michael Cross to approve the September 11, 2023 meeting agenda. Motion carried unanimously.

3.2 Approve Minutes

A motion was made by Suji Venkataraman and seconded by Perry Chen to approve the August 28, 2023 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. “Citizenship” ISLO Update - Solicit Input from Constituents

Michael Cross and Andrea Fuentes provide information on the goals for revising the Community Engagement ISLO. The [presentation slides](#) highlighted the changes:

- Changed ISLO name to “Community Engagement” to move away from the notion of “Citizenship” and the language of “legality.”
- Unified disparate descriptors via an “Awareness, Action, Reflection” framework
- Emphasized cultural “humility” rather than merely cultural “awareness.”
- Emphasized students’ sense of agency and responsibility as it relates to community engagement.

The presentation also highlighted the review and approval timeline, with IEC members asked to provide their own feedback and to solicit input from their constituents by Friday, October 6, and eventually for the College to formally adopt

the ISLO by the end of the fall semester. Feedback can be written directly on the online draft.

3.2. Program Review Calendar Highlights

Tri-Chairs Ame Maloney and Karen Wong provided an overview of [the 2023-2024 CPR Calendar](#) and pertinent dates for IEC members.

3.3. Updated IEC CPR Teams

Tri-Chair Maloney showed the 2023- 2024 IEC CPR team assignments, and solicited input on whether any members wanted to switch programs.

She also facilitated an engaging dialogue among IEC members about how best to structure and support programs undergoing CPR through the IEC CPR team review process. A first assignment will be to become familiar with the program, and to take notes on the google doc, which includes the following fields to fill out:

1. Impressed by;
2. Concerned by; and
3. Wondering or seeking clarification about.

A suggestion to create a centralized google docs resource for IEC materials was raised by a member and will be implemented.

Tri-Chair Maloney also provided an overview of navigating the Nuventive Improvement Platform using the Administration of Justice program as a sample, including how to access the narrative, and the goals and resource requests.

3.4. Orientation for New IEC Members on Program Review

Tri-Chairs Ame Maloney and Chris Gibson provided an orientation to new members about the purpose of program review, how CPR fits into integrated planning at the College, an overview of the CPR prompts as they pertain to the programs, further introduction to the Nuventive Platform, and additional resources available to the IEC CPR Teams.

Click [here](#) to access the PowerPoint slides presented.

4. ANNOUNCEMENTS

Announcement per meeting agenda:

- Upcoming IEC meetings are on the 2nd and 4th Mondays except where indicated, from 2:10pm – 4 pm.
- Please accept outlook invitations for: September 25, October 9 & 23, November 13 & 27, January 22, February 12 & 26, March 4 & 18 (1st & 3rd), April 8 & 22 (in-person), May 13.

The next regular meeting will take place on Monday, September 25, 2023

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:59 pm.