

**Minutes of Institutional Effectiveness Committee
Held on September 25, 2023 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>**

Chairs Present: Chris Gibson, Ame Maloney, Karen Wong

Members Present: Steve Aurilio, Perry Chen, Michael Cross, Ricardo Flores, Stephen Fredricks, Zaid Ghori, Lucy Jovel, Kelly Li, Zahra Mojtahedi (Recorder), Alexa Moore, Sha' Kuana Ona, Irah Tancioco, Monique Ubungen, Lauren Wagner

Members Absent: Felicia Alvarez- Mazzi, Mike Sharabi, Ingrid Vargas, Suji Venkataraman, Tina Watts, Jimmy Wong (on leave)

Vacant: SS/CA (1), STEM (1)

Resource Person: Wendy Lee

1. GENERAL FUNCTIONS

1.1. Call to Order

Chris Gibson called the regular meeting to order at 2:15 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Michael Cross and seconded by Steve Aurilio to approve the September 25, 2023 meeting agenda with amendment to add three minutes for an announcement by Michael about the Community Engagement ISLO Timeline. Motion carried unanimously.

3.2 Approve Minutes

A motion was made by Lauren Wagner and seconded by Monique Ubungen to approve the September 11, 2023 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Feedback on the Community Engagement ISLO

Michael Cross provided a reminder about soliciting feedback on the Community Engagement ISLO by Friday, October 6.

[Click here](#) to view the slides (shared at previous IEC meeting, as well).

3.2. IEC CPR Teams and CPR Suggested Timelines of Completion

IEC Tri-Chair Ame Maloney provided a recap of the suggested timelines for completion of IEC CPR process.

[Click here](#) to view the suggested timeline of completion for student service programs and [click here](#) to view the suggested timeline of completion for instructional programs.

3.3. Logging on to and Navigating within the Improvement Platform

IEC Tri-Chair Karen Wong provided an overview via screenshare on how to navigate the Improvement Platform, including accessing the relevant PRIE program review data reports and SLO dashboards.

[Click here](#) for the user guides and a means to access the Improvement Platform.

3.4. Prep Time to Prepare for the Oct. 9 CPR Consultation

IEC Tri-Chair Chris Gibson introduced an activity for [IEC CPR team members](#) in attendance to draft initial impressions about the draft CPRs on the CPR team google doc. If no data is available, CPR team members were asked to familiarize themselves with the program, its achievements, and goals.

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: 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, October 9, 2023.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:56 pm.