**Minutes of Institutional Effectiveness Committee**
**Held on August 30, 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, Vincent Chandler, Michael Cross, Ricardo Flores, Stephen Fredricks, Andrea Fuentes, Jenny Le, Evan Leach, Zahra Mojtahedi, Alexa Moore, Ellen Murray, Ruben Parra, Kim Saccio, Christina Shih, Ariackna Soler, Ingrid Vargas, Athena Nazario, Russell Waldon

**Member Absent:**
Justin Piergrossi

**Resource:**
Belinda Chan (Recorder)

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## GENERAL FUNCTIONS

### I. Call to Order
Karen Wong called the regular meeting to order at 2:11 p.m.

### II. Approval of Agenda
A motion was made by Michael Cross and seconded by Ingrid Vargas to approve the August 30, 2021 Agenda. Motion carried unanimously.

### III. Approval of Minutes
No action took place. The Minutes of May 10, 2021 meeting was approved via email with 15 ayes and 4 abstentions.

## REPORT/ DISCUSSION

### IV. Welcome and Connect
After the ICE Chairs welcomed and introduced themselves, members introduced themselves in the breakout rooms.
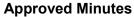
### V. Introduction to the IEC Charge
The IEC Website was presented. IEC charge, agendas, minutes, and membership can be found on the website.

The Integrated Planning and Resource Allocation (IPRA) Model provides an overview of the program review process chronology and how it informs resource allocation.

Recommendations from the Participatory Governance Work Group were adopted by the College last spring. Slide 16 highlights that IEC is no long a sub-committee of the Strategic Planning and Allocation of Resources Committee (SPARC) but a stand-alone committee, which means any recommendation will be submitted directly to College Governance Council (CGC) instead of going through SPARC.

### VI. 2020 – 2021 Achievement and Committee Feedback
The 2020-2021 Achievement and Tasks and Committee Feedback from last year were shared.

The IEC Tri-Chairs welcome the feedback and will try to be mindful of ways to facilitate the meetings, including use of time and clarity of breakout room tasks. The IEC Tri-Chairs also will review the feedback on the CPR roll out to strengthen processes.

**VII.    Comprehensive Program Review Team**
The updated IEC teams to support faculty and staff whose programs are undergoing CPR in 2021-2022 was shared.  Some members switched groups.  See updated [CPR Teams and IEC Support Teams](#) for more information.

**VIII.   CPR Culminating Experiences: Presentation?**
In the past, CPR programs gave a ten - minute presentation that was open to the college community, highlighting strengths, challenges, initiatives, goals, and pertinent data, followed by a five - minute question and answer session. While the CPR presentations are a great opportunity to learn about all of the great work of each program, some faculty/ staff from the last cohort of programs expressed dissatisfaction with them in the interviews the CPR Task Force conducted. Participants felt like they were stressful, and like they didn't have the technical expertise to give a dynamic presentation.

IEC Members joined in small groups to discuss the benefits and drawbacks of presentations as a CPR culminating experience, and alternatives to how it's been done in the past.

Below are highlights of members' feedback:

- To have standardized formats on the presentations.
- To allow CPR presenters to choose to present a live or recorded presentation.
- To remind CPR presenters that the product of the CPR is the written report, not the presentation.
- To make CPR presentation a fun "celebration," not part of the evaluation and feedback.
- To provide technical support for CPR teams from the CTTL.
  - However, availability of such technical support may be limited depending on how much help is needed.
- To schedule the presentations during the generation of the CPR, so as to provide formative feedback, as opposed to at the end.
- To make CPR presentations optional.

   Other feedback can be found on [JamBoard](#).

**ACTION ITEM**

**IX.    Vote of CPR Culminating Experience**
This vote was put on hold to provide more time to cogitate, and then to arrive at some scenarios to put to a vote at a later meeting.

**ANNOUNCEMENTS**

**X.**    The revised Comprehensive Program Review (CPR) Template are posted on the [CPR website](#): Instructional and Student/ Learning Support Services.

**NEXT REGULAR MEETING**
The next regular meeting will be held on September 13, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

## ADJOURNMENT

No further business was discussed.  A motion was made by Steve Aurilio, and seconded by Ruben Parra to adjourn the meeting.  The August 30, 2021 meeting was adjourned at 4:00 p.m.

Minutes were approved by Members on September 13, 2021.