



Minutes of Institutional Effectiveness Committee
Held on November 8, 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, Kevin Corsiglia, Michael Cross, Ricardo Flores, Andrea Fuentes, Tara Grover, Jenny Le, Evan Leach, Alexa Moore, Ellen Murray, Zahra Mojtahedi, Athena Nazario, Kim Saccio, Chantal San Felipe, Christina Shih, Ariackna Soler, Russell Waldon

CPR Teams Presents:

Cooperative Education – Joseph Adams

History – John Ulloa

Physics/Astronomy – Emilie Hein

Political Science – Jeff Diamond

Real Estate – Soledad McCarthy, Michael Kane

Student Life and Leadership Development – Alvin Gubatina

Surgical Technology/Anesthesia Technology – Alice Erskine

Transfer Center – Lucy Jovel

Member Absent:

Ruben Parra, Stephen Fredricks, Ingrid Vargas

Resource:

Belinda Chan (Recorder)

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 Michael Cross, which was seconded Kim Saccio, to approve the November 8, 2021 Agenda with the proposed change. Motion carried unanimously with one abstention.

III. Approval of Minutes

A motion was made by Andrea Fuentes, which was seconded by Ellen Murray, to approve the October 25, 2021 minutes as written. Motion carried unanimously.

REPORT/ DISCUSSION

IV. Review the Accrediting Commission for Community and Junior Colleges (ACCJC) Metrics

Zahra Mojtahedi provided an overview of the ACCJC metrics that are required to be submitted annually to the ACCJC. In preparing for the next submission in spring 2022, she shared the metric results for 2020-2021 and proposed goals for 2021-22. The metric on Certificates was the only one to fall below the institution-set standard. See [ACCJC Goal Setting](#) for details.

ACTION ITEMS

V. Review the Accrediting Commission for Community and Junior Colleges (ACCJC) Metrics

Ellen Murray made a motion, which was seconded by Michael Cross, to approve the proposed ACCJC Institutional Set Standards and Aspirational Goals provided that we have more robust discussions about the Scorecard in regards to issues such as equity. Motion carried with 14 approving, three not approving, and one abstention.

VI. Further familiarize yourself with the program through its program review documents

Due to the time constraint, this agenda item was briefly covered. The IEC CPR Teams were encouraged to further familiarize themselves with the programs by reviewing their [program review documents](#).

VII. Consult with the CPR Faculty/Staff about program goals

Members consulted with CPR Teams' representatives, keeping in mind the following questions:

- How did your analysis of the data packet and/or other sources inform your goals?
- What lessons did you learn about enhancing the student experience through the specific challenges posed by the pandemic, short and long term?

Below are some highlights from the share outs:

- Cooperative Education
 - Need to have a better understanding of the different COOP courses that are offered.
- Real Estate
 - Perhaps offer a certificate
 - Need more data – they know that 49% of students passed the licensing exam, but not how many actually took it.
- Student Life and Leadership Development
 - Found the consultation to be very helpful in regards to what needs to be reported out in the CPR to convey what their program does.
- Transfer Center
 - Challenged by how to create long-term goals in response to what they're observing and experiencing.

ANNOUNCEMENTS

VIII. Input on the [Instructional CPR checklist](#) and [Student/Learning Support Services CPR Checklist](#) should be provided by Thursday, November 11, 2021.

IX. Annual Resource Requests are due by November 15. Programs should keep their deans in the loop. Resource requests need to be associated with a goal and implementation step that are referenced in program reviews.

X. The IEC meetings are held on the second and fourth Mondays except when indicated, from 2:10 – 4pm: November 22, January 31, February 14 & 28, March 7 & 21 (1st and 3rd Monday due to spring break), April 11 & 25, and May 9. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on November 22, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.



Approved Minutes

ADJOURNMENT

No further business was discussed. A motion was made by Chris Gibson, which was seconded by Tara Grover, to adjourn the meeting. The November 8, 2021 meeting was adjourned at 4:01 p.m.

Minutes were approved by Members on November 22, 2021.