



**Minutes of Institutional Effectiveness Committee
Held on November 22, 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:

Grace Beltran, Claudia Acevedo, Steve Aurilio, Vincent Chandler, Kevin Corsiglia, Michael Cross, Andrea Fuentes, Tara Grover, Evan Leach, Zahra Mojtahedi, Athena Nazario, Ruben Parra, Kim Saccio, Chantal San Felipe, Christina Shih, Ingrid Vargas

Member Absent:

Ricardo Flores, Stephen Fredricks, Jenny Le, Alexa Moore, Ellen Murray, Ariackna Soler, Russell Waldon

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 by Ruben Parra, to approve the November 22, 2021 Agenda with the proposed change. Motion carried unanimously.

III. Approval of Minutes

The November 8, 2021 minutes were approved as written, with one abstention.

REPORT/ DISCUSSION

IV. Review Comprehensive Program Review (CPR) Checklists

Members were given 15 minutes to review the updated [Instructional CPR Checklist](#) and [Student/Learning Support Services CPR Checklist](#). Language for the first section was updated so that the language is consistent with both checklists.

Members were thanked for their input, especially those that were highly engaged in the revision.

ACTION ITEMS

V. Vote on adopting the CPR checklists to give feedback

A motion was made by Ruben Parra, which was seconded Vincent Chandler, to adopt the CPR checklists as tools to provide feedback to faculty/staff on their draft. Motion carried unanimously.

REPORT/ DISCUSSION

VI. Update IEC CPR Team assignments for the next cohort as need

IEC CPR team assignments were shared. Assignments were based primarily on (a) reducing workload by assigning IEC members to their own program if it's in this second cohort, and (b) reducing disruption by keeping IEC CPR teams together when possible. Per last year's committee, members had an opportunity to review and arrange for switching; one member made a request.

Discussion also came up about some members not being able to serve the following academic year. IEC Tri-Chairs noted that this is one awkward aspect of the comprehensive program review,



but the three semesters were needed to provide the time for thoughtful curricular updates, and teams will be revised as needed.

VII. Become familiar with the second program through program review documents.

Members reviewed program review documents for their new, second CPR assignment. One team had no documents to review since the program was fairly new and had yet to submit any; instead, they familiarized themselves with the program through its website and curriculum.

VIII. Draft the program presentation parameters and post presentation engagement on Jamboard

Members shared their feedback on CPR presentation parameters on Jamboard.

Comments were captured on the Jamboard. Two ideas that came up were the following:

- Market the program review presentation.
 - Vincent, Karen, and Andrea will work with Marketing, Communications, and Public Relations (MCPR) on promoting the presentations.
- Whether CPR presentations will be live or online is uncertain due to the COVID-19 pandemic. But Belinda is looking into whether a hy-flex classroom is available.

ANNOUNCEMENTS

- IX.** CPR Drafts are available for viewing in the Drop box data packet folders for all but Coop and History; remaining and more extensive drafts will be available after January 19 to review prior to the February 14 consultation.
- X.** The IEC meetings are held on the second and fourth Mondays except when indicated, from 2:10 – 4pm: 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 January 31, 2021 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

No further business was discussed. A motion was made by Chris Gibson, which was seconded by Vincent Chandler, to adjourn the meeting. The November 22, 2021 meeting was adjourned at 4:02 p.m.