



**Minutes of Institutional Effectiveness Committee**  
**Held on January 31, 2022, 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:** Joseph Adams, Steve Aurilio, Claudia Acevedo, Kevin Corsiglia, Michael Cross, Stephen Fredricks, Andrea Fuentes, Tara Grover, Jenny Le, Evan Leach, Zahra Mojtahedi, Ellen Murray, Athena Nazario, Kim Saccio, Chantal San Felipe, Christina Shih, Ariackna Soler, Ingrid Vargas, Russell Waldon

**Members Absent:** Grace Beltran (on leave), Vincent Chandler (on leave), Ricardo Flores, Ruben Parra

**Resource:**

Becky Threewit (Recorder)

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**GENERAL FUNCTIONS**

**I. Call to Order**

Karen Wong called the regular meeting to order at 2:11.

**II. Approval of Agenda**

A motion was made by Zahra Mojtahedi and seconded by Tara Grover to approve the January 31, 2022 agenda. Motion carried with one abstention.

**III. Approval of Minutes**

A motion was made by Ellen Murray and seconded by Chris Gibson to approve the November 22, 2021 minutes. The minutes were approved as written, with one abstention.

**REPORT/ DISCUSSION**

**IV. Skyline College Gathering Space Norms**

Rika Yonemura-Fabian facilitated a discussion on Skyline College Gathering Spaces Norms, which were adopted by the College Governance Council (CGC) on November 17, 2021. Members were provided an opportunity to familiarize themselves with and comment on the adopted norms since the IEC will try to abide by them. Members commented that some were vague, though it's evident that treating each other with respect is the intent.

To review the Skyline College Gathering Space Norms, [click here](#).

**V. Training to Provide Formative Feedback Using the Checklist**

Karen Wong facilitated conversations surrounding CPR support. Assuming the intent is to support completion of the CPR while being aware of the emotional aspects of the task, members were asked how that support would manifest in interactions with the CPR program staff. Members mentioned the following in Chat:

- listening to understand and without judgement/ active listening;
- asking questions to seek understanding and clarification;
- asking leading questions to guide the inquiry and problem-solving;
- listening to all parties if there was any disagreement;



- meeting them where they are at; supporting them in thinking through how to tackle chunks of the CPR so it is not as overwhelming;
- being open-minded.

Members broke into instructional and student services breakout rooms to engage in a practice activity reviewing and evaluating past CPR question responses for thoroughness and areas of improvement:

- Instruction: Overall Course Success Rate;
- Student/ Learning Support Services: Equitable Access to the Program.

#### **VI. Prepare to give feedback on Feb. 14 by reviewing CPR drafts and filling out the checklists**

Chris Gibson opened discussion on using the CPR checklist. IEC members were referred to the Student Services Checklist and Instruction Checklist. Members entered breakout rooms to review and discuss their respective assigned CPR drafts with checklists.

Once members returned to the whole group, a brief discussion occurred about the appropriate level of detail for answering the professional development question in the CPR templates. Before closing, Zahra Mojtahedi updated the members on the status of the student feedback component as forthcoming for programs' incorporation (final student survey reminders went out the preceding week and PRIE will begin exporting and sharing survey results the first week of February).

#### **VII. ANNOUNCEMENTS**

- A. Continue reading and posting feedback on the checklists to prepare for the Feb. 14 IEC consultation with the program you're supporting.
- B. IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: February 14 & 28, March 7 & 21 (1st and 3rd due to spring break), April 11 & 25, May 9. Outlook invitations were sent.

#### **NEXT REGULAR MEETING**

#### **ADJOURNMENT**

A motion was made by Zahra Mojtahedi, and seconded by Ellen Murray to adjourn the meeting at 3:59 p.m.