



Minutes of Institutional Effectiveness Committee
Held on February 14, 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, Claudia Acevedo, Steve Aurilio, Kevin Corsiglia, Michael Cross, Ricardo Flores, Stephen Fredricks, Andrea Fuentes, Tara Grover, Evan Leach, Zahra Mojtahedi, Alexa Moore, Ellen Murray, Athena Nazario, Ruben Parra, Kim Saccio, Chantal San Felipe, Christina Shih, Ariackna Soler, Ingrid Vargas, Russell Waldon, Chikako Walker

Guests Present:

Carina Anttila-Suarez, Rosemary Bell, Alice Erskine, Alvin Gubatina, Lucy Jovel, Emilie Martin, Mustafa Popal, John Ulloa, Kolo Wamba

Member Absent:

Grace Beltran (on leave)

GENERAL FUNCTIONS

I. Call to Order

Rika Yonemura-Fabian called the regular meeting to order at 2:13 p.m.

II. Approval of Agenda

A motion was made by Ellen Murray, which was seconded by Steve Aurilio, to approve the February 14, 2022 agenda. Motion was approved, with one abstention.

III. Approval of Minutes

The January 31, 2022 minutes were approved as written, with two abstentions.

REPORT/ DISCUSSION

IV. Program Review Presentation Guidelines

A draft that took into account last semester's feedback was shared. Feedback centered on three options: (1) whether time for the presentations could be increased. While increased time may allow for programs to go into more depth, it may be difficult to enact for cohorts larger than the current nine programs; (2) whether the presentations should include an interactive component. Concerns were raised about how simple presentations already are causing anxiety for some program staff, let alone having to figure out how to make it interactive; (3) how the programs can use the 15 minutes, which is structured as up to ten minutes for a presentation, and five minutes for Q & A.

ACTION ITEMS

V. Vote on adopting the Program Review Presentation Guidelines

A motion was made by Russell Waldon, which was seconded by Michael Cross, to adopt the program review presentation guidelines with the understanding that: (a) there should be five minutes for the presentation, five minutes for dialogue, and the remaining five minutes is up to the program, (b) the presentation need not dwell equally on achievements and goals, but can emphasize one over the other, (c) the program should spend no more than a minute or two



describing the program's purpose. In short, each program has 15 minutes total. Motion carried with two abstentions.

REPORT/ DISCUSSION

VI. **Effective Communication ISLO**

A task group consisting of Karen, Andrea Fuentes, and Michael Cross are taking a deep dive into the ISLO descriptors and rubrics. The first scheduled for review by the IEC is the Effective Communication ISLO since it's scheduled to be assessed next year. The online draft was shared, with the option to provide feedback from both IEC members and their constituents by February 28. Feedback will be considered and the next iteration will be brought to the IEC at the March 21 meeting for yet more feedback. The updated version will be voted on at the May 9 meeting.

There are two key changes: (1) the four existing descriptors were collapsed into three. The third aims to meld the prior feedback related to the aims of intergroup dialogue, intercultural communication, positionality, and civil discourse, and (2) the rubric criteria was updated to reflect the new four levels of competency: exceeding, meeting, progressing, and emerging.

VII. **Consultations with the 2021-2022 CPR Cohort**

IEC CPR Teams have until February 28 to finalize feedback on the CPR checklists. CPR checklists will be sent to the CPR faculty/staff and their dean for consideration before submitting their final drafts by April 1.

They shared their feedback with faculty/staff from Cooperative Education, Environmental/ Earth Sciences, History, Physics/Astronomy, Student Life and Leadership Development, Surgical/ Anesthesia Technology, and the Transfer Center. Missing were faculty/ staff from Political Science and Real Estate.

Afterward, one member remarked that there wasn't enough time to complete the consultation with it being just under an hour. Members were reminded that their feedback will be solicited at the end of this cycle about program review processes, so that is one point they may want to bring up.

ANNOUNCEMENTS

VIII. Members were asked to inform their division about the proposed changes to the Effective Communication ISLO descriptors and rubric, which the IEC will follow up with at the March 21 meeting for eventual adoption.

IX. Optional: Members have the option of attending the Curriculum Committee's "Curriculum Mystery" workshop on April 6, 2:10 – 4 (Outlook invitations were sent).

X. IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: February 28, March 7 & 21 (1st and 3rd due to spring break), April 11& 25, May 9. Outlook invitations were sent.

NEXT REGULAR MEETING

The next regular meeting will be held on February 28, 2022 via Zoom from 2:10 p.m. to 4:00 p.m.

ADJOURNMENT

No further business was discussed. A motion was made by Russell Waldon, which was seconded by Ingrid Vargas, to adjourn the meeting. The February 14, 2022 meeting was adjourned at 3:58 p.m.