



## Minutes of Institutional Effectiveness Committee

Held on March 7, 2022, 2:10 p.m. - 4:00 p.m.

Zoom: <https://smccd.zoom.us/j/81437528416>

**Chairpersons:** Karen Wong, Rika Yonemura-Fabian

**Members Present:**

Joseph Adams, Steve Aurilio, Grace Beltran, 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

**Members Absent:** Claudia Acevedo (co-represents Enrollment Services), Stephen Fredericks, Chris Gibson, Evan Leach, Russell Waldon

**Resource:**

Becky Threewit (Recorder)

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### GENERAL FUNCTIONS

**I. Call to Order**

Karen Wong called the regular meeting to order at 2:12 p.m.

**II. Approval of Agenda**

A motion was made by Ruben Parra and seconded by Ingrid Vargas to approve the March 7, 2022 agenda. Motion was approved with one abstention.

**III. Approval of Minutes**

A motion was made by Michael Cross and seconded by Kim Saccio to approve the February 28, 2022 minutes. The motion was approved with three abstentions.

### REPORT/ DISCUSSION

**IV. Feedback on IEC Activities to Prepare IEC Members to Support CPR Program Faculty/Staff**

Rika and Karen led a discussion about processes to prepare members to support their designated CPR program: what worked and what can be improved? was the onboarding for new IEC members sufficient to provide support to CPR teams? Committee members broke into groups and shared their thoughts on a [Jam Board](#). Members returned from breakout rooms and shared thoughts from their groups:

- Scheduling difficulties— Can IEC meetings be shorter with more time dedicated to meeting with CPR teams? Or can IEC CPR teams have more autonomy in meeting with their CPR counterparts outside of the IEC meeting time?
- Can the draft process be more iterative? More back and forth drafts to support review? Meeting less, but having more drafts? Using Google Docs vs. Office 365 for draft process? Embedding feedback on the draft rather than the standalone checklist?
- Provide more clear expectations for meetings with CPR teams. Explicitly provide

what exactly needs to be accomplished in the meetings with CPR teams.

- Determine tangible outcomes of completing CPR process. How will outcomes achieve department goals? At the Orientation, carve out more space for program specific questions and/or how to organize the process (e.g., collaborating, scheduling “deadlines,” etc.)
- CPR Template -- Can we improve the CPR template to make it more readable? Can we line up all of the goals in one place, instead of the second and fifth sections?
- Can we provide examples of data visualizations, and a means to import those visualizations in to the narrative fields?
- Can we train CPR teams to use raw data more effectively?

## **V. Appreciative Inquiry**

Karen Wong led a short discussion about Appreciative Inquiry, a method to generate constructive dialogue between committee members and CPR teams. The traditional approach to a review process focuses heavily on failures, barriers, and what is wrong. Appreciative Inquiry “enlivens” the process by amplifying the positive aspects of program review by focusing on what works. Committee members shared in the chat additional strategies to generate constructive dialogue:

- Identify root program successes
- Ask guided questions
- Cast concerns using the “compliment sandwich” method
- “Marie Kondo” it – dwell on what brings joy
- Learn from successful experiences
- Envision the future manifestation of an idea

## **VI. Develop Knowledge about the Second CPR Program to Prepare for the March 21 Consultation**

Karen Wong provided committee members with Google Docs dedicated to preparing for upcoming CPR consultations. Committee members were given the option to work asynchronously or within the meeting. Members who planned to work asynchronously signed off. Remaining members broke into breakout rooms to begin work and worked until the end of the meeting.

## **ANNOUNCEMENTS**

- VII. Optional for IEC members: Attend the Curriculum Committee’s “Curriculum Mystery” workshop on April 6, 2:10 – 4. Outlook invitations were sent.
- VIII. Invite your colleagues to attend the CPR presentations in April. Flyer was attached to the outlook meeting invitation.
- IX. IEC meetings are the second and fourth Mondays except where indicated, from 2:10 – 4: March 21 (3<sup>rd</sup> due to spring break), April 11 & 25, May 9. Outlook invitations were sent.

## **NEXT REGULAR MEETING**



The next regular meeting will be held on March 21, 2022 via Zoom from 2:10 p.m. to 4:00 p.m.

**ADJOURNMENT**

With no further business, Karen Wong ended the meeting at 4:04 p.m.