



Minutes of Institutional Effectiveness Committee

Held on May 9, 2022, 2:10 p.m. - 4:00 p.m.

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

Chairpersons: Karen Wong, Rika Yonemura-Fabian, Chris Gibson

Members: Joseph Adams, Steve Aurilio, Kevin Corsiglia, Michael Cross, Ricardo Flores, Stephen Fredericks, Andrea Fuentes, Tara Grover, Zahra Mojtahedi, Alexa Moore, Kim Saccio, Christina Shih, Ingrid Vargas, Russell Waldon

Members Absent: Claudia Acevedo, Grace Beltran, Kim Davalos, Evan Leach, Athena Nazario, Ruben Parra, Chantal San Felipe, Ariackna Soler, Chikako Walker

Resource:

Becky Threewit (Recorder)

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 Chris Gibson and seconded by Kevin Corsiglia to approve the May 9, 2022 agenda. The motion was unanimously approved.

III. Approval of Minutes

A motion was made by Andrea Fuentes and seconded by Steve Aurilio to approve the April 25, 2022 minutes. The motion was approved unanimously.

REPORT/DISCUSSION

IV. IEC Membership – Members indicated on the Google sheet whether they plan to ask to represent their division on the IEC or plan to seek a replacement.

V. CPR report for the Academic Senate and SPARC

Karen tasked committee members with reviewing and contributing to the CPR End-of-the-Year report. The final document will be used to inform SPARC and Academic Senate about themes and issues that emerged from this year's CPR cohort. Committee members spent about twenty minutes reviewing and editing the shared document.

VI. CPR Survey Results

Rika provided an overview of the [CPR survey results data](#), including themes that emerged from the open-ended responses pertaining to data, infrastructure, templates, workload, and presentations, that may impact the End-of-the-Year Report and CPR processes. She pointed out that it was difficult to determine the response rate since responses were anonymous; this issue should be addressed in the next iteration of the survey.

Committee members further discussed the survey results. Following are highlights:

A. Format data so that program data can be easily compared to college-wide data.

- B. Perhaps the student voice component can be integrated into a CPR question response, as opposed to a standalone question.
- C. Clarify each program's support teams so as to aim for consistent feedback: the IEC members, the designated tri-chair, and the instructional designer.
- D. Make IEC consultations topic-focused, perhaps on one particular section of the CPR.
- E. While effort was made to strengthen the presentations requirement, it felt like the status quo due to the short time afforded each program. Can there be an alternative culminating experience that is more dialogic than lecture based? What can be a better mechanism for programs to break down silos? Perhaps all of the groups can come together and briefly highlight what they think is worth addressing with the college, such as what they learned, and what feedback or help they need. Or perhaps during flex days, programs have the option of highlighting best practices.

VII. CPR templates and checklists: [Instructional CPR Template](#), [Instructional Checklist](#), [Student Services CPR Template](#), [Student Services Checklist](#)

Chris led discussion about upgrading and revising CPR templates and checklists for instruction and student services. Committee members took ten minutes to review the current templates and checklists add their commentary.

Among the suggestions were the following:

- A. Streamline the section of the CPR template on alignment with the MVV. Use checkboxes to identify which Value they align with, and have the program comment on them as a whole as opposed to each Value.
- B. Combine goals into one section, rather than the second and fifth sections, using checkboxes to indicate their status.
- C. Continue the practice of aligning goals with Value(s) instead of Education Master Plan goals. The EMP goals struck some as too broad whereas the Vision should inform how programs manifest them into actions they take.

ANNOUNCEMENTS

- VIII.** The College Governance Council approved the use of the revised Effective Communication ISLO and rubric ([ISLO link](#)).
- IX.** IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10-4:00; August 22, September 12 & 26, October 10 & 24, November 14 & 28, January 23, February 13 & 27, March 6 & 20 (1st and 3rd due to spring break), April 10 & 24, May 8. Outlook invitations will be sent.

ADJOURNMENT

With no further business, Karen Wong ended the meeting at 4:00 p.m.