



**Minutes of Institutional Effectiveness Committee
Held on August 22, 2022, 2:10 p.m. - 4:00 p.m.**

Zoom: <https://smccd.zoom.us/j/82162078771>

Chairpersons: Karen Wong, Chris Gibson, Ame Maloney

Members: Steve Aurillio, Vincent Chandler, Michael Cross, Kim Davalos, Ricardo Flores, Stephen Fredricks, Andrea Fuentes, Zaid Ghorl (for Stephanie Wells, who is on leave), Evan Leach, Lucy Jovel, Zahra Mojtahedi, Alexa Moore, Christina Shih, Ingrid Vargas, Suji Venkataraman, Russell Waldon

Vacant: ASSC (2), BEPP (1), Enrollment Services (1), KAD (1), Student Services Counseling (1)

Guest: Wendy Lee

Resource: Becky Threewit (Recorder)

GENERAL FUNCTIONS

I. Call to Order

Karen Wong called the regular meeting to order at 2:15 p.m.

II. Approval of Agenda

A motion was made by Steve Aurillio and seconded by Ame Maloney to approve the August 22, 2022 agenda. The motion was unanimously approved.

III. Approval of Minutes

The May 9, 2022 minutes had been approved via email last spring semester.

REPORT/DISCUSSION

IV. Member Connections

Committee members introduced themselves, then broke into small groups to discuss what they did to rejuvenate for the new academic year.

V. Introduction to the IEC

Chris Gibson provided information regarding [the committee charge](#), IEC's role in the College's [Integrated Planning and Resource Allocation Model](#), and adoption of the College's ["Gathering Space Norms."](#)

Discussion centered on members' roles and how they can engage the constituents whom they represent. Members reported using both informal "chatting" with individuals in their area, reporting out during division meetings as well as through a division Canvas shell.

VI. Last Year's Accomplishments and this Year's Goals

Karen Wong led a discussion of last year's accomplishments in IEC. Accomplishments mentioned by committee members included CPR revisioning, ISLO revisioning, incorporating Appreciative Inquiry into the CPR process, and an intentional focus on connecting programs and deans during the CPR process.

Karen highlighted the following additional [accomplishments](#):

1. Created program review infrastructure;
2. Implemented CPR Task Force Recommendations;
3. Secured approval of ACCJC Institutional Set Standards and Aspirational Goals by CGC;
4. Updating ISLOs.

She also highlighted the goals for this year:

1. Continue fleshing out and supporting program review processes;
2. Update ISLOs;
3. Review college-wide metrics.

VII. ISLO Revisions:

Committee member Michael Cross led discussion about [the initiative to revise ISLOs](#):

- Revise one ISLO per year to collectively focus attention and professional development
- Change language to reflect growth mindset, rather than a deficit mindset
- Incorporate “creative thinking” into ISLOs
- Update to 21st information century literacy skills
- Reduce redundancy in language and purpose
- Most immediate plan is to solicit feedback on the Information Literacy and Lifelong Wellness ISLOs and rubrics
- Long term plan is to refine the Citizenship ISLO and the Critical and Creative Thinking ISLO

Michael asked committee members to provide and seek input from constituents on the [Information Literacy](#) and [Lifelong Wellness](#) ISLOs and rubrics in time for the 9/12 IEC meeting.

VIII. Meeting Modality Input:

Ame Maloney facilitated a discussion about the preferred meeting modality. After a short discussion and poll, the majority of committee members agreed to continue to meet via Zoom and revisit the question at the end of the semester.

ANNOUNCEMENTS

- IX.** ISLOs and their rubrics are undergoing revision. Please apprise your constituents and solicit input on the [Information Literacy](#) and [Lifelong Wellness](#) ISLOs so that we can further discuss at the Sept. 12 meeting.
- X.** IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: 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 were sent.

ADJOURNMENT

With no further business, Karen Wong ended the meeting at 3:58 p.m.