

**Minutes of Institutional Effectiveness Committee  
Held on September 26, 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 Aurilio, Vincent Chandler, Perry Chen, Michael Cross, Kim Davalos, Ricardo Flores, Andrea Fuentes, Evan Leach, Zahra Mojtahedi, Alexa Moore, Christina Shih, Stephen Fredricks, Jonathan Scott, Russell Waldon

**Members Absent:** Lucy Jovel, Ingrid Vargas, Suji Venkataraman, Stephanie Wells

**Guest:** Wendy Lee

**Resource:**

Becky Threewit (recorder)

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**GENERAL FUNCTIONS**

**I. Call to Order**

Chris Gibson called the regular meeting to order at 2:14 p.m.

**II. Approval of Agenda**

A motion was made by Andrea Fuentes and seconded by Ame Maloney to approve the September 26, 2022 agenda. The motion was approved with one abstention.

**III. Approval of Minutes**

A motion was made by Stephen Fredricks and seconded by Steve Aurilio to approve the September 12, 2022 minutes. The motion was approved with one abstention.

**REPORT/DISCUSSION**

**IV. Revamp CPR Culminating Experience? If so, how to make it more dialogic?**

Ame facilitated a discussion regarding the current CPR culminating experience in response to last year's [survey feedback](#) which suggested it's in need of improvement. Members broke into groups to brainstorm alternative methods of sharing CPR highlights. Proposed changes will be further discussed at the October 10 meeting and eventually put to a vote at the Oct. 24 meeting.

Committee members returned from breakout rooms to report out on one or two ideas for reimagining the CPR culminating experience:

- *The CPR arguably is the culminating experience, so is a presentation even needed? On the other hand, a venue is needed for programs to showcase their good work and to enable cross-pollination.*
- *Perhaps instead of the 10-min presentation/ 5-min Q&A format, the format can be a panel so as to create a venue for greater dialogue and potential collaboration. Or the format can be a round-table with audience members circulating to programs they're drawn to.*
- *We've defaulted to powerpoint presentations. Instead, let programs decide what type of presentation format they want while still giving programs more guidance on what should be*

*included. They can share their story, convey why the audience should care, and highlight one or two ways they've intersected with other programs.*

*- Is there enough time for the presentations, and is the feedback substantive? If not, perhaps an activity during a flex day could replace the presentation, such as CPR faculty/ staff engaging in a dialogue with related disciplines.*

*On the other hand, it may be best to save campus wide PD experiences for more creative, innovative items, not just because a program happens to be up for CPR that year.*

*- Instead of a presentation, a high- level report/ flyer/ e-mail can highlight key takeaways from each program and be sent to the campus.*

*- [CPR processes] Create a flow chart or infographic to better explain the CPR process from beginning to end so that presenters and the campus at large have a better understanding of the steps that are involved.*

#### **V. [Improvement Platform](#)**

Karen demonstrated the Improvement Platform's (also known as the Platform) program review capabilities. She showed how to log on, where to find the program review fields, and how to access program data. Before the IEC CPR consultations, IEC members should log on to review the draft responses to the data questions.

#### **VI. Preparing for the IEC CPR Consultation**

Karen provided access to a shared Google doc for program cohorts to take notes on the program and [CPR checklist](#) to solicit feedback. The checklist should be copied and saved where each of the IEC CPR team members can access and eventually give to the CPR program.

Programs have been asked to draft responses to the access (Instruction 3A/B; SS 3A/B/C) and effectiveness (Instruction 4A/B; SS – 4A, B, C and/or D) questions by Sunday, Oct. 2 in the Platform. Before the Oct. 10 meeting, please review program drafts to be prepared to give them feedback on their responses, discuss the data, and/or brainstorm the implications of the data.

Finally, Karen provided a list of [IEC CPR teams](#).

### **ANNOUNCEMENTS**

**VII.** SLOs and assessment, program review, and PR's related resource requests will be documented and submitted via the upgraded Improvement Platform, also known as the Platform. User guides/videos are available on the SLOAC website. Faculty and staff who need user access should secure approval from their dean and then forward the approval to Karen Wong.

**VIII.** IEC meetings next year are the second and fourth Mondays except where indicated, from 2:10 – 4: September 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, the meeting ended at 3:55pm.