



Minutes of Institutional Effectiveness Committee
Held on January 23, 2023 | 2:10-4:00 p.m.
Zoom

Chairs Present:

Chris Gibson, Ame Maloney, Karen Wong

Members Present: Steve Aurilio, Perry Chen, Michael Cross, Ricardo Flores, Stephen Fredricks, Andrea Fuentes, Lucy Jovel, Evan Leach, Zahra Mojtahedi, Alexa Moore, Ellen Murray, Jonathan Scott, Christina Shih, Ingrid Vargas, Suji Venkataraman, Alice Yang

Members Absent: Vincent Chandler

Resource Persons Present:

Wendy Lee, Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Chris Gibson called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Chris Gibson to approve the January 23, 2023 meeting agenda. Motion carried unanimously via poll.

2.2. Approve Minutes

A motion was made by Suji Venkataraman and seconded by Ame Maloney to approve the November 28, 2023 meeting minutes. Suji Venkataraman recommended an amendment to the minutes which would reflect work done by some committee members in between committee meetings. Motion carried by poll, with one abstention.

3. DISCUSSION/REPORT

3.1. Critical and Creative Thinking ISLO Update:

Andrea Fuentes and Michael Cross presented [an update](#) on an ISLO revision: the Critical and Creative Thinking ISLO. Andrea provided a review of the ISLO revision timeline. While the Fall 2022 semester focused on refining the Critical and Creative Thinking ISLO, the Spring 2023 semester will focus on soliciting IEC and campus feedback and preparing to forward the revised ISLO to College Governance Council for adoption. Also, work on the Citizenship ISLO will begin in the Spring 2023 semester. Michael shared a [google doc](#) inviting feedback.

3.2. CPR Feedback Practice:

Committee Chair Karen Wong led a practice session on the CPR feedback checklists. Committee members concentrated on either an instructional ([Physics/](#)

[Astronomy](#)) or student services ([Transfer Center](#)) CPR to practice utilizing the relevant checklist and gain some hands-on experience. For fifteen minutes, committee members quietly reviewed their respective checklists and focused on the following questions:

1. In what ways does the CPR fulfill the checklist?
2. What questions came up as you applied the checklist?
3. How well does the evaluation build up to the goals?

Committee members returned from individual work and broke into groups to continue discussing the CPR checklist and example program reviews. After 30 minutes, committee members returned to debrief regarding the CPR checklists. Some thoughts that came from those breakout sessions include:

- *Where does accountability lie? Are there consequences for not meeting the checklist?*
 - o *The role of IEC support teams is not to enforce accountability, but to create supports necessary for programs to succeed in their CPRs.*
- *The checklist is mostly for the IEC teams, but is also helpful for deans in evaluating the CPRs.*
 - o *Would it be helpful to provide a modified checklist for Deans? No, deans may adapt as needed for their own purposes.*
- *There is a perception that CPRs are not widely read—is that a problem that needs addressing?*
 - o *They may not be widely read, but with the new requirement that signatures be gathered for the CPR from their dean, relevant Vice President, and Curriculum Committee Chair(s) for instructional programs, it is assumed that the CPR is reviewed and communication established between relevant parties.*

Committee Chairs Karen Wong and Ame Maloney spent a few minutes refreshing the committee in the use of the Improvement Platform to access CPR drafts.

NEXT REGULAR MEETING

The next regular meeting will take place on Monday, February 13, 2023.

4. ADJOURNMENT

Having completed all agenda items, Committee Chair Karen Wong concluded the meeting at 4:02 p.m.