



Minutes of Institutional Effectiveness Committee
Held on February 13, 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

Members Absent: Felicia Mazzi/ Vincent Chandler, Alice Yang

Guests: A.J. Bates, Tammy Calderon, Norman del Prado, Jeremy Evangelista, Jing Folsom, Lynsey Hemstreet, Regina Mitchell, Danni Redding Lapuz, Karmann Robbins, Susanne Schubert, Christopher Watters, Dr. Ronda Wimmer

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 2:14 p.m.

2. ACTION ITEM(S)

2.1 Approve Agenda

A motion was made by Ame Maloney and seconded by Andrea Fuentes to approve the February 13, 2023 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

A motion was made by Ellen Murray and seconded by Stephen Fredricks to approve the January 23, 2023 meeting minutes with one typo correction. Motion carried with one abstention.

3. DISCUSSION/REPORT

CPR Orientation

Committee Chair Ame Maloney provided the committee with a Comprehensive Program Review introduction.

The Purpose of Comprehensive Program Review:

- Articulate how your program supports the actualization of the MVV
- Evaluate program effectiveness, particularly its impact on student learning
- Forge or refine plans to address areas of improvement
- Identify and document needed resources to strengthen program effectiveness
- Document past efforts, current conditions, and future anticipated changes

Major Changes Approved in 2020:

- IEC providing ongoing, collegial support
- Dean's role more consistent in being actively engaged
- Two new templates: instruction and student/learning support services
 - Equity integrated throughout the document
 - Student voice component
- Cycle: CPR is a three-semester process

Program Review Instruments:

- Comprehensive Program Review (CPR) every seven years
- Program review updates approximately every two years
- Optional annual resource request (ARR)
- Administrative leadership unit review (ALUR)

Program Review Sections:

- Connection to the College
- Current Status
- Access
- Effectiveness
- Key Findings
- Goals and Resource Requests

Committee Chair Karen Wong led the committee and guests through some exercises which helped define what constitutes a goal, specifically in regards to Comprehensive Program Review. Karen then provided the committee with examples of CPR goals and how the goals are Specific, Measurable, Attainable, Realistic, and Timely (S.M.A.R.T.)

Committee members and guests broke into groups to review past CPR goals for their departments.

Members and guests returned from breakout rooms. Karen Wong then led the committee through the step-by-step process for using the Improvement Platform.

Lastly, Committee Chair Chris Gibson reviewed the recommended timeline for CPR completion:

- First semester – Evaluation and IEC/CC/CTTL Consultations
- Second Semester – Evaluation, Curriculum Revisions, and Planning
- Third Semester – Report Completion and Report Out

The slides from this meeting can be viewed [here](#).

NEXT REGULAR MEETING

The next regular meeting will take place on February 27, 2023.

4. ADJOURNMENT

With no further business, the meeting was adjourned at 4:00 p.m.