



**Minutes of Institutional Effectiveness Committee**  
**Held on February 27, 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, Felicia Alvarez Mazzi, Zahra Mojtahedi, Ellen Murray, Jonathan Scott, Christina Shih, Ingrid Vargas, Suji Venkataraman, Alice Yang

**Members Absent:** Vincent Chandler, Alexa Moore

**Guests:** Lindsey Ayotte, Heather Esparza, Melanie Espinueva+Aure, Nick Langhoff, Karmann Robbins, Brittney Sneed,

**Resource Persons Present:**

Wendy Lee, Becky Threewit (recorder)

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Karen Wong called the regular meeting to order at 2:14 p.m.

**2. ACTION ITEM(S)**

**2.1. Approve Agenda**

A motion was made by Zahra Mojtahedi and seconded by Ame Maloney to approve the February 27, 2023 meeting agenda. Motion carried unanimously.

**3.2 Approve Minutes**

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

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**3. DISCUSSION/REPORT**

**3.1. Announcements:**

- Remind faculty/ staff to provide feedback on the revised Critical and Creative Thinking ISLO, which will be discussed at the March 6 IEC meeting.
  
- Remind faculty to provide input on Information Literacy ISLO Professional Development by Friday, March 10.
  
- Next IEC meetings are on the first and third Mondays in March, starting next Monday.

**3.2. CPR Share Outs Update and Feedback from the Task Group (Ame Maloney, Ricardo Flores, Suji Venkataraman, Karen Wong):**

Committee Tri-Chair Ame Maloney presented on the new Comprehensive Program Review Share Out guidelines. The adjusted methods to share out will include a poster session and a panel discussion.

The poster content should include the program title, contacts, program description, achievement highlights, future goals, and any additional significant information. Content section titles, layout, and fonts should remain unchanged across programs.

A 60-minute, in-person, facilitated panel discussion will take place in the Building 12 Farallon Room with Zoom participation enabled.

Committee members discussed the proposed panel discussion seed questions, meant to facilitate conversation during the panel. Ame requested volunteers to facilitate the panel conversations. Ame's presentation can be viewed [here](#).

**3.3. Time to continue prepping for IEC CPR feedback:**

CPR teams broke into groups to prepare for the feedback session with guests.

**3.4. IEC CPR Feedback:**

Guests and IEC support teams spent the remainder of the meeting in breakout rooms, working on their respective CPRs.

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**NEXT REGULAR MEETING**

The next regular meeting will take place on Monday, March 6, 2023.

**4. ADJOURNMENT**

With no further business, meeting was adjourned at 4:11 p.m.