

Minutes of Institutional Effectiveness Committee

Held on May 8, 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, Lucy Jovel, Felicia Mazzi, Zahra Mojtahedi, Alexa Moore, Ellen Murray, Jonathan Scott, Christina Shih, Suji Venkataraman, Alice Yang

Members Absent: Andrea Fuentes, Evan Leach, Ingrid Vargas

Resource Persons Present: Wendy Lee, Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Karen Wong called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Zahra Mojtahedi and seconded by Alice Yang to approve the May 8, 2023 meeting agenda. Motion carried unanimously.

3.2 Approve Minutes

A motion was made by Stephen Fredericks and seconded by Chris Gibson to approve the March 20, 2023 meeting minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Announcements:

- CGC approved both the ACCJC College Goals and the Critical and Creative Thinking ISLO that IEC recommended for approval. So far four of the five ISLOs were adopted. Programs are encouraged to review mapping within the Platform- especially for the Effective Communication and Information Literacy ISLOs- and assess within Canvas, where they can import the relevant parts of the rubric.

- Committee Tri-Chair Karen Wong asked whether individuals will continue to serve next year, and to note their response on the online spreadsheet. First meeting of the semester will be on August 28, 2023, and generally meetings will take place on the second and fourth Mondays except for the spring break month, when the meetings may be switched to the first and third Mondays.

3.2. Update on the ACCJC Midterm Report

Committee member Zahra Mojtahedi provided an [overview and update](#) of the Midterm Report.

3.3. Discussion of CPR Survey Results and CPR Share Outs

Committee Tri-chair Karen Wong provided [the results](#) from the Comprehensive Program Review survey and Chris Gibson highlighted [the results](#) from the CPR Share Out survey. Committee members broke into breakout groups to process the survey results. Committee members returned from breakout rooms to report on their discussions regarding the CPR survey results. Some key takeaways from discussions were the following, with most dwelling on the new Share Outs format which the IEC is committed to for the next two years:

- *Should more time be allotted for the panel conversation or the poster session in future Share Out? Should their overall order be reversed?* Poster sessions gave audience members an opportunity to become familiar with the programs and gather their thoughts and questions.

- *Were the posters worth the effort, when most of the value came from the discussions?* For many programs, the posters were a useful tool to distill the CPR to key points. Programs also requested to display them in their areas, divisions may want to display them in the workroom, and the IEC may display them in the cafeteria on opening day as a means to integrate the CPR into overall College activities.

- *Would it be more valuable to bring more representatives from each program?* We understand the request, but the panel conversation format limits number of participants. The poster session is more amenable to more program representatives, and also may accommodate multiple and perhaps even contrasting perspectives from program faculty/ staff.

- *The panel discussion format seemed to put panelists at ease.*

- *Could the three seed questions be used as a backup to organic questions that arise from the poster sessions, or does having the seed questions ahead of time make the process less intimidating?* There are benefits and drawbacks. A benefit is allowing for more audience participation in the dialogue. On the other hand, panelists mentioned that having the questions in advance reduced their anxiety.

- *There is a need to clarify the roles of the IEC CPR Team members for the consultations.* Members were asked to provide input to this question in the Chat, which can be referenced during the CPR Orientation, in the CPR Handbook, and to IEC members. Most of the Chat comments pertained to being collaborative partners, not CPR coordinators. IEC Tri-Chairs will review the input to define IEC CPR members' roles.

NEXT REGULAR MEETING

The next regular meeting will take place on Monday, August 28, 2023

4. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:31 pm.