

Minutes of Institutional Effectiveness Committee
Held on February 12, 2024 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Chris Gibson, Ame Maloney, Karen Wong

Members Present: Steve Aurilio, Perry Chen, Michael Cross, Ricardo Flores, Stephen Fredericks, Zaid Ghori, Lucy Jovel, Evan Leach, Wendy Lee (subbing for Zahra Mojtahedi), Kelly Li, Alexa Moore, Sha' Kuana Ona, Mike Sharabi, Ingrid Vargas, Suji Venkataraman, Lauren Wagner, Tina Watts

Members Absent: Zahra Mojtahedi, Irah Tancioco, Monique Ubungen

Vacant: Language Arts (1), SS/CA (1)

Guests: Jared Ambuehl, John Chew, Heather Esparza, Jacqueline Espino, Jing Folsom, Brianna Fuller, Vincent Kang, Will Minnich, Jude Navari, Danni Redding Lapuz, Leigh Anne Shaw, Lori Slicton, Erinn Struss, Gavin Townsley, Luis Zuniga

Resource Person: Wendy Lee

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 Michael Cross and seconded by Chris Gibson to approve the February 12, 2024 meeting agenda. Motion carried unanimously.

2.2 Approve Minutes

A motion was made by Ame Maloney and seconded by Lucy Jovel to approve the January 22, 2024 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. CPR Orientation, 2024- 2025

Tri-Chairs Gibson, Maloney and Wong facilitated a CPR Orientation for [2024- 2025 programs](#). Resources are embedded within the [presentation slides](#).

3.2. Drafting Feedback for the 2023- 2024 programs

IEC members reviewed the CPR drafts to provide feedback in the CPR checklists to prepare for the February 26 consultation.

4. ANNOUNCEMENTS

- Upcoming IEC meetings are on the 2nd and 4th Mondays except where indicated, from 2:10pm – 4 pm. Please accept outlook invitations for: February 26, March 4 & 18 (1st & 3rd), April 8 & 22 (in-person), May 13.

The next regular meeting will take place on Monday, February 26, 2024.

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:40 pm.