

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

**Chairs Present:** Ame Maloney, Karen Wong

**Members Present:** Steve Aurilio, Michael Cross, Jacquie Escobar, Stephen Fredricks, Evan Leach, Lucy Jovel, Kelly Li, Zahra Mojtahedi (Recorder), Alexa Moore, Irah Tancioco, Monique Ubungen, Ingrid Vargas, Suji Venkataraman, Lauren Wagner, Tina Watts

**Members Absent:** Chris Gibson, Ricardo Flores, Zaid Ghori, Sha' Kuana Ona, Mike Sharabi

**Guests:** Gavin Townsley

**Resource Person:** Wendy Lee

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Ame Maloney called the regular meeting to order at 2:13 p.m.

**2. ACTION ITEM(S)**

**2.1. Approve Agenda**

A motion was made by Monique Ubungen and seconded by Tina Watts to approve the March 4, 2024 meeting agenda. Motion carried unanimously.

**3.2 Approve Minutes**

A motion was made by Tina Watts and seconded by Suji Venkataraman, to approve the February 26, 2024 meeting minutes. Motion carried with one abstention.

**3. DISCUSSION/REPORT**

**3.1. Share Outs and Invitation to Facilitate**

IEC Tri-Chair Ame Maloney explained the purpose of the CPR highlights: as a celebration of program successes, an effort to facilitate dialogue to transcend siloes and identify opportunities for collaboration, and to illuminate prevalent themes and issues for further discussion across the College as a whole. Tri-Chair Maloney provided a recap of the logistics for the upcoming Share Out event in April 2024, answered IEC member questions, and requested volunteers from IEC to facilitate the panel discussion, and support set and/or clean-up. Zahra and Suji will serve as co-facilitators of the panel discussion, and so far Zahra, Lucy and Monique will help to set-up and/or clean up the event.

See the [2024 Comprehensive Program Review Share-Out Facilitator Guidelines](#).

### **3.2. Follow-Up on Discussion about Strengthening CPR Consultations, and Discussion about Feedback on the CPR drafts**

IEC Tri-Chairs Karen Wong and Ame Maloney provided an overview of planned changes for IEC CPR Consultations and facilitated a brief discussion with IEC members on the two discussion prompts below:

1. What was your approach to providing CPR feedback, and what role did the CPR checklist play?
2. What tips or guidance do you have for someone newly engaged in this process?

Access the [presentation slides](#) that identify planned changes.

### **3.3. Student Campus Climate Survey Results Discussion, with a focus on the learning environment**

Dean of PRIE Ingrid Vargas presented significant results from the student campus climate survey conducted in collaboration with the RP Group over the course of the 2022-2023 academic year.

Participants were asked to engage in conversation about the results from the presentation in Zoom breakout rooms. The Committee debriefed on questions including but not limited to potential longitudinal trends, the challenges of nurturing deeper relationships and discussions in online learning environments, how qualitative research may provide further insight about students' responses and their needs, and Program Mapper as a useful tool to understand instructional degrees and sequences.

Resources associated with this agenda item are the [Skyline College Campus Climate Review website](#), the [Skyline College Student Campus Climate Tableau Dashboard](#), and the [slides](#) from today's discussion.

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## **4. ANNOUNCEMENTS**

Ask constituents to "save the date" for the CPR Share Outs on April 22, 2- 4 pm, Building 12's Farallon Room.

Upcoming Meetings are on the 2nd and 4th Mondays except where indicated from 2:10 – 4 p.m. Please accept outlook invitations for: March 18 (3rd), April 8 (zoom) & 22 (in-person), May 13.

The next regular meeting will take place on Monday, March 18, 2024.

## **5. ADJOURNMENT**

There being no further agenda items, the meeting concluded at 4:01 pm.