

Minutes of Institutional Effectiveness Committee
Held on April 28, 2025 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Torria Davis, Tony Viertel, Karen Wong

Members Present: Kalia Chavez, Michael Cross, Melanie Espinueva, Stephen Fredricks, Chris Gibson, Leah McGlaughlin, Zahra Mojtahedi, Kwame Thomas, Gavin Townsley, Ingrid Vargas

Members Absent: Rachel Bell, Gerson Fernandez, Evan Leach, Wendy Lee, Thanh Nguyen, Mike Sharabi, Lauren Wagner

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Dr. Torria Davis called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Leah McGlaughlin and seconded by Chris Gibson to approve the April 28, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Tony Viertel and seconded by Leah McGlaughlin to approve the March 10, 2025 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Discussion on Proposal to Academic Senate Regarding CPR Programs Lacking Full-time Faculty

Tony Viertel and Michael Cross led a discussion about Comprehensive Program Review and the impact of CPR on programs that lack fulltime faculty: Health Science, Emergency Medical Care, and Hospitality and Tourism. Tony reviewed some of the key issues that arise, including part-time faculty who may have a limited context concerning the program, limited view of and access to resources, and more broadly, part-time parity. Committee members discussed how part-time faculty can be supported and compensated for this work. Committee

members made recommendations to the slides to strengthen the language and highlight key points.

Following the presentation and discussion, IEC members were asked to vote on recommending this proposal to Academic Senate.

4. ACTION ITEMS

- 4.1. A motion was made by Michael Cross and seconded by Zahra Mojtahedi to approve the [recommended proposal](#) to Academic Senate. Motion passed with three abstentions.
- 4.2. A motion was made by Committee Tri-chair Karen Wong and seconded by Committee Tri-chair Tony Viertel to amend the April 24 agenda. The amendment proposed would bypass the discussion item on CPR templates input and instead move straight to the 2025-2026 CPR team signup. The motion passed unanimously.

5. DISCUSSION/REPORT

5.1. IEC CPR Teams Sign- Ups

Committee Tri-chair Tony Viertel invited committee members to sign up for their preferred 2025-2026 CPR teams.

5.2. Feedback on CPR Share-Outs

Committee Tri-chair Karen Wong reminded committee members to take the CPR Share-outs feedback survey. Committee members broke into groups to discuss what worked, what can be strengthened, and potential changes, and then reconvened to share [insights](#).

6. ANNOUNCEMENTS

- Upcoming Meetings on the 2nd and 4th Mondays except where indicated from 2:10 – 4 pm. Please accept outlook invitation for May 12.

7. ADJOURNMENT

There being no further agenda items, the meeting concluded at 4:02 pm.