

Minutes of Institutional Effectiveness Committee

Held on May 12, 2025 | 2:10-4:00 p.m.

Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Tony Viertel, Karen Wong

Members Present: Rachel Bell, Gerson Fernandez, Wendy Lee, Kalia Chavez, Michael Cross, Melanie Espinueva, Stephen Fredricks, Evan Leach, Leah McGlaughlin, Zahra Mojtahedi, Mike Sharabi, Kwame Thomas, Gavin Townsley, Lauren Wagner

Members Absent: Torria Davis, Chris Gibson, Ingrid Vargas

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair Tony Viertel called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Kwame Thomas and seconded by Melanie Espinueva to approve the May 12, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Leah McGlaughlin and seconded by Gavin Townsley to approve the April 28, 2025 minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. IEC CPR Teams Sign- Ups

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

3.2. Input on CPR Templates

Committee members broke into groups to provide feedback on CPR templates.

3.3. CPR Feedback Review

Committee Tri-chair Karen Wong pointed out that the IEC has been piloting the CPR processes, mostly staying the courses with minor changes based on feedback each

year. So she provided a summary of CPR changes from prior feedback so as to provide context for the current discussion about potential changes that may result from this year's feedback:

- IEC Support:
 - Option for programs to decline support after having had some “no shows”
 - Continually refining focus of and expectation for each IEC CPR consultation
 - “Consultation” in the first semester replaced by a workshop so that programs can become more familiar with the Platform and resources available and to anticipate potential changes in IEC CPR teams in the subsequent year
- IEC Training:
 - Continually refining training to mimic what's expected of CPR teams
 - Option for ongoing IEC members to skip training if they feel prepared
 - Changed IEC onboarding for new members to focus on becoming familiar with program review
- PRIE's Role:
 - Eliminated “kick off” meetings intended to address questions and help programs to organize their CPR processes
 - Met with student service programs early in the first semester to identify data that works well for CPR and identify additional data needs
 - Moved toward required consultations about program data
- Share outs:
 - Major change in replacing traditional presentations with a format more conducive to dialogue: poster mingling and panel discussion
 - Decreased Share Outs from two to one to boost attendance
 - Increased time from 2 to 2.5 hours to accommodate more programs participating
 - Invited programs to choose two questions from the big list rather the same three questions for all programs

Committee members reviewed CPR survey feedback: [CPR feedback from programs](#), [CPR feedback from IEC members](#), [Share Outs feedback](#). Drawing from this feedback and their experiences, they reflected on the CPR process (e.g., templates, IEC's role in supporting programs, preparation of IEC members to provide support, Share-Outs, etc.). Committee members returned from breakout rooms to share their thoughts.

Some takeaways included making posters more interactive by using iPads, the possibility of removing the poster session altogether or shifting it to follow the panel

discussion, and allowing programs to highlight their programs in different ways that reflect their strengths and preferences. Additional thoughts included encouraging new employees to attend the Share-outs to learn about programs, as well as programs with an upcoming CPR. (Note: the latter is already done, as an optional activity). Programs also expressed the wish for a follow up to their resource requests, such as why they weren't funded. IEC members also raised the question of how they can tailor their roles for different programs' needs.

3.4. Survey on IEC Efficacy

Committee members were asked to complete the Spring 2025 IEC Evaluation, which will be discussed next fall.

4. ANNOUNCEMENTS

- Thanks for serving on IEC. If continuing next year with the IEC, see you at the first meeting on August 25!

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 4:00 pm.