

Institutional Effectiveness Committee Agenda**November 17, 2025****2:10 - 4 pm****Meeting Location: Web Conferencing via [Zoom](#)**

Chairs: Torria Davis, Instructional/ Student Services Deans
Tony Viertel, Academic Senate
Karen Wong, Coordinator of Institutional Effectiveness

Members:

Rachel Bell, Language Arts Representative
Kalia Chavez, Strategic Partnerships and Workforce Development Representative
Michael Cross, Language Arts Representative
Melanie Espinueva + Aure, Student Equity & Support Programs Representative
Stephen Fredricks, Science, Technology, Engineering & Math Representative
Chris Gibson, Management Council Representative
Evan Leach, Science, Technology, Engineering & Math Representative
Wendy Lee, Classified Senate Representative
Zahra Mojtahedi, Planning, Research, and Institutional Effectiveness Representative
Sandhya Patlolla, Social Sciences/Creative Arts Representative
Jarred Ramos, Associated Students of Skyline College Representative
Christian Sanchez, Counseling Representative
Mike Sharabi, Kinesiology/ Athletics/ Dance Representative
Kwame Thomas, Counseling Representative
Monique Ubungen Wardell, Academic Support and Learning Technology Representative
Ingrid Vargas, Dean of Planning, Research and Institutional Effectiveness Representative
Lauren Wagner, Enrollment Services Representative
Tina Watts, Business, Education & Professional Programs Representative
Luis Zuniga, Social Sciences/Creative Arts Representative

Vacant: Business, Education & Professional Programs Representative (1)

Resource: Becky Threewit, Planning, Research and Institutional Effectiveness (Recorder)

Action Item(s)

Topics	Presenter(s)	Time
1. Approve November 17, 2025 Agenda	Torria Davis	2 min
2. Approve November 3, 2025 Minutes	Torria	2 min

Discussion/Report

Topics	Presenter(s)	Time
3. Update on the Instructional Program Review Templates Timeline CPR Labor Market Connection Questions, 4F (Goal 5)	Karen Wong & the IEC	15 min.
4. Student Completion Outcomes (Goal 2)	Ingrid Vargas	25 min
5. Institutional Student Learning Outcome (ISLO) Student Self-Assessment Survey Results (Goal 3)	Zahra Mojtahedi	60 min.

Announcements

- A Student Voice Survey was launched this month. Please encourage your students to take it. At the end of the survey, they can choose to enter their SMCCCD e-mail address to be entered for a chance to win one of six Amazon gift cards.
- Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: January 26, February 9 & 23; March 9 & 23; April 13 (in-person from 2- 4:30), April 27, May 11.

2025- 2026 IEC Goals

- 1) Review ACCJC Institutional Set Standards and Goals
- 2) Increase familiarity with and use of available data resources
- 3) Analyze and discuss Institutional Student Learning Outcomes (ISLO) results
- 4) Continue developing skills to support programs undergoing program review
- 5) Review and update the program review templates
- 6) Follow up on resolving how to support programs undergoing review with only part-time faculty