

**Minutes of Institutional Effectiveness Committee**  
**Held on August 25, 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+Aure, Stephen Fredricks, Chris Gibson, Evan Leach, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Christian Sanchez, Kwame Thomas, Monique Ubungen Wardell, Ingrid Vargas, Lauren Wagner, Tina Watts, Luis Zuniga

**Members Absent:** Rachel Bell, Mike Sharabi, Wendy Lee

**Guests:** Gavin Townsley

**Resource Persons Present:** Becky Threewit (recorder)

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## **1. GENERAL FUNCTIONS**

### **1.1. Call to Order**

Committee Tri-chair Torria Davis called the regular meeting to order at 2:10 p.m.

## **2. ACTION ITEM(S)**

### **2.1. Approve Agenda**

A motion was made by Chris Gibson and seconded by Jarred Ramos to approve the August 25, 2025 meeting agenda. Motion carried.

### **2.2. Approve Minutes**

The May 12, 2025 minutes were approved over the summer semester.

## **3. DISCUSSION/REPORT**

### **3.1. Popcorn Connections:**

Committee members introduced themselves and shared a summer activity.

### **3.2. Introduction to IEC:**

Tri-chairs Tony Viertel, Karen Wong, and Torria Davis each presented: Tony reviewed gathering norms, the committee charge, and IEC's role in the program review process; Karen highlighted last year's accomplishments; and Torria noted the 2025–2026 IEC goals. See the [IEC introduction PowerPoint slides](#) for more information.

### **3.3. Breakout Groups:**

Committee members broke into groups to discuss how individuals can best inform, engage, and represent their constituents.

The committee returned from small groups to report on their thoughts about the following:

#### How to Inform and Engage Constituents about IEC Topics/ Issues

- Report out during division meetings by working with the dean to get on the agenda.
- E-mail also is an option, though people often overlook them.

#### SLOs and Assessment:

- Increase opportunities to weave committee work seamlessly into our daily workflow, such as dedicating time during division meetings for SLO assessment discussions.
- Create shared spaces and opportunities to collaborate with colleagues on assessment work.
- Establish clear goals, actionable steps, and tangible deliverables for assessment work.

#### IEC Comprehensive Program Review Teams:

- Broaden insights and spark innovation by offering your different perspective as someone from another discipline and/or area of campus.
- Review available materials that provide insight about the program and its efficacy prior to meeting with them. .

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## **4. ANNOUNCEMENTS**

- Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: September 8 & 22, October 13 & 27, November 3 and 17 (1st & 3rd M), January 26, February 9 & 23; March 9 & 23; April 13 (in-person from 2- 4:30), April 27, May 11.

## **5. ADJOURNMENT**

There being no further agenda items, the meeting concluded at 3:28 pm.