

Minutes of Institutional Effectiveness Committee
Held on September 8, 2025 | 2:10-4:00 p.m.
Zoom: <https://smccd.zoom.us/j/84799776282>

Chairs Present: Torria Davis, Tony Viertel, Karen Wong

Members Present: Rachel Bell, Kalia Chavez, Michael Cross, Melanie Espinueva, Stephen Fredricks, Evan Leach, Wendy Lee, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Mike Sharabi, Kwame Thomas, Monique Ubungen Wardell, Ingrid Vargas, Lauren Wagner, Tina Watts, Luis Zuniga

Members Absent: Chris Gibson

Resource Persons Present: Becky Threewit (recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-chair 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 Tony Viertel and seconded by Monique Ubungen Wardell to approve the September 8, 2025 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Michael Cross and seconded by Evan Leach to approve the August 25, 2025 meeting minutes. Motion carried.

3. DISCUSSION/REPORT

3.1. Program Review Orientation:

Committee Tri-Chair Karen Wong provided a CPR orientation for CPR teams, highlighting the following on these [slides](#): the purpose, timeline, and process of CPR, along with available support resources. She also highlighted major changes in CPR processes since 2020, including the provision of ongoing collegial support, a more consistent and active role for deans, the shift to a three-semester process, and the addition of a culminating Share-Outs event that features both a poster session and a panel discussion.

Karen also introduced the (Nuventive) Platform, which is an online platform where outcomes assessment and program review are documented, including long-term program goals and related resource requests.

Committee Tri-Chair Dr. Davis then highlighted the roles and responsibilities of committee members: reviewing materials, engaging in appreciative inquiry, participating in consultations, and contributing insights to the checklist. Dr. Davis also reviewed the CPR team timeline, which outlines key stages such as consultations, workshops, draft due dates, and the final CPR Share-Outs.

3.2. IEC CPR Team Assignments:

Committee Tri-chair Tony Viertel asked new members to sign up to serve on a team. They were encouraged to sign up with continuing members to ensure that teams had a mix of experience in supporting programs. The [2025-2026 IEC CPR teams](#) are now posted.

3.3. Program Review Templates Task Group:

Committee Tri-chair Karen Wong invited committee members to join the Program Review Templates Task Group. Committee members requested additional information, which Karen will send in an email. Members will ideally respond within one week.

3.4. Spring 2025 IEC Effectiveness Survey:

Committee members broke into groups to discuss the [2025 IEC Effectiveness Survey](#). Committee members returned from groups and reported their thoughts and reflections on the survey results.

- Members feel welcome, that the committee is well organized, and that the work of the committee is important, with many members choosing to serve multiple terms.
- Can the committee provide updates on program goals? Perhaps programs can present updates on goals to their division and/or IEC (such as when they complete a PRU)?

Can there be more communication on the status of resource requests and the rationale for whether they were funded or not? While acknowledging the need for clearer communication about resource allocation, Karen noted that IEC doesn't review resource requests. But she reminded them that in the program review revamp, deans are to report out on their resource request prioritizations in early spring to solicit input before submitting their Administrative Unit Leadership Reviews (ALURS). IEC tri-chairs also will communicate these concerns regarding resource allocation transparency to campus leadership.

- Some that underwent program review found the process “onerous.” Much may be due to interdepartmental workload and communications. Data also can be overwhelming, so in addition to meeting with programs, PRIE will configure reports to highlight major takeaways. Karen also will see about arranging for a flex day CPR work session.
 - Is the way we’re supporting programs the best (e.g., consultations)? Is there an alternative role the IEC could play? Meanwhile, can the deans be more proactively involved to support programs in engaging in program review?
- Challenges exist around information flow; how can we communicate key information without overwhelming recipients?
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- Cabinet and the deans have already been sent an outlook invitation to reserve the CPR Share Out date. Consider also inviting new employees to attend the CPR Share Outs. A brief presentation at the New Faculty Academy could serve as an invitation for new faculty.

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 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 3:58 pm.