

Minutes of Institutional Effectiveness Committee
Held on September 22, 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-Aure, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Sandhya Patlolla, Jarred Ramos, Kwame Thomas, Ingrid Vargas, Lauren Wagner, Monique Ubungen Wardell, Tina Watts

Members Absent: Christian Sanchez, Mike Sharabi, Luis Zuniga

Guest: Gavin Townsley

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 2:11 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Ingrid Vargas and seconded by Lauren Wagner to approve the September 22, 2025 meeting agenda. Motion carried.

2.2. Approve Minutes

A motion was made by Michael Cross and seconded by Rachel Bell to approve the September 8, 2025 meeting minutes. Motion carried with one abstention.

3. DISCUSSION/REPORT

3.1. Resource Allocation Communications:

Committee Tri-chair Karen Wong revisited the Spring 2025 IEC Effectiveness Survey discussion from the previous meeting, with a focus on transparency in resource allocation processes and decisions. She highlighted the College's ongoing efforts to improve communication regarding resource allocation and noted that conversations with college leadership are continuing about how to improve.

Key points included:

Dean-level communications: Per the [program review revamp](#) (p.3), deans prioritize resource requests, then share those priorities with their divisions, and solicit input. Feedback may inform prioritization revisions before requests are submitted with their ALURS.

SPARC reporting: So far the SPARC committee is informed about personnel prioritizations, and are expected to share relevant information with their constituents to enhance transparency. For instance, information was shared and posted about 2024- 2025 personnel prioritizations at the February 27, 2025 meeting (see [archived SPARC minutes](#)).

Employee Voice Survey: At the last SPARC meeting, discussion dwelled on the survey question result which aligned with [EMP Strategic Goal 6](#), regarding understanding of resource allocation. The current baseline understanding is at 43%, with a target range of 60% by spring 2026 and 70% by spring 2028. Discussion dwelled on what role SPARC can play in helping our College to reach those goals, an ongoing discussion.

3.2 Program Review Templates Task Group (Goal 5):

Karen Wong provided an update on the Program Review Templates Task Group. Editing four templates at once is too much, so this year the focus will be on the instructional templates this year, and student service templates next year to give all the attention they deserve.

Karen highlighted the Task Group's goal, which is to review and update CPR and PRU templates for formal adoption by the College Governance Council (CGC), and the members, contingent on approval by the Academic Senate: Karen Wong (Coordinator), Lindsey Ayotte (LA), Norm DelPrado (STEM/ CE), Brian Daniel (STEM/CE), Erinn Struss (LA), , Ronda Wimmer (BEPP/ CE), Kalia Chavez (Classified Professional) and Zahra Mojtahedi (Classified Professional). Monique Ubungen Wardell (LA and Classified Professional) asked to join the task group.

3.3. Instructional Program Data (Goal 2)

As one of the IEC goals for this year to increase members' familiarity with available data (Goal 2), Senior Planning and Research Analyst Zahra Mojtahedi provided an overview of the overall instructional program data report annually generated by PRIE, which is also for CPR. Zahra reminded the committee about the kinds of data provided to instructional and non-instructional programs during the CPR process and highlighted the sections most relevant to specific areas of the CPR. Zahra emphasized that committee members are not expected to be data experts, noting

that PRIE staff are available to provide support as needed. College-wide and program-specific data can be found on the [College Program Data website](#).

3.4. CPR Housekeeping:

Committee Tri-chair Tony Viertel pointed committee members to the document which identifies which [CPR teams](#) they will be serving on. He also highlighted the [CPR website](#), including the templates, timelines and feedback checklist.

Committee Tri-chair Karen Wong highlighted the [Nuventive Platform](#) website with user guides and showed committee members how to access program data in the Platform, and noted that some student service programs may not have data yet.

3.5. Appreciative Inquiry:

Committee Tri-Chair Torria Davis gave a presentation on [Appreciative Inquiry](#), a methodology that utilizes questions and constructive dialogue to help participants uncover existing strengths and opportunities. Committee members then divided into groups to discuss their individual programs and began applying Appreciative Inquiry methods to programs with whom they're working.

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: 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.