

Minutes of Institutional Effectiveness Committee
Held on October 13, 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, Zahra Mojtahedi, Sandhya Patlolla, Jarred Ramos, Christian Sanchez, Mike Sharabi, Kwame Thomas, Ingrid Vargas, Lauren Wagner, Monique Ubungen Wardell, Tina Watts, Luis Zuniga

Guests: Martina Center-Goodman (Middle College), Essol Garcia-Cuellar (International Student Program), Khristin Godfrey (Educational Access Center), Thanh Nguyen (International Student Program), Luis Prado (STEM Center), Carlos Romero (International Student Program), Tiffany Schmierer (Art), Clair Yeo-Sugajski (International Student Program)

Resource Person Present: Gavin Townsley

Resource Person Absent: Becky Threewit

1. GENERAL FUNCTIONS

1.1. Call to Order

Committee Tri-Chair Torria Davis called the regular meeting to order at 2:12 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Lauren Wagner and seconded by Evan Leach to approve the October 13, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Michael Cross and seconded by Chris Gibson to approve the September 22, 2025 meeting minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Input on the CPR Instructional Template (Goal 5)

Tri-Chair Viertel highlighted the [membership of the Instructional Program Review Task Group and the timeline of the process](#) for soliciting input on the templates. IEC reviewed and commented on the online version of the "Instructional CPR Template – Fa25 – IEC" that included potential revisions suggested by PRIE and the Task Group.

3.2. 2025- 2026 CPR Calendar

Tri-Chair Davis provided an overview of the [2025-2026 Comprehensive Program Review \(CPR\) calendar](#), including a timeline that identifies major activities for IEC members and programs completing CPR.

Feedback was given that the timeline for deans to incorporate the final CPR into the ALUR should be extended to allow adequate time for the task. In response, it was noted that resource requests are submitted in November of the previous semester. In addition, ideally deans will have been working closely with the programs undergoing comprehensive program review throughout the process, and not just the end. Thus it was recommended that deans also be reminded of program review timelines and due dates so as to play a more active role in supporting their programs. A request was made to solicit input from the deans at one of their meetings to revisit the ALUR due date.

3.3. CPR Consultation on Program Access (Q3), Effectiveness (Q4), and/or Achievements (Goal 2)

Tri-Chair Wong introduced the purpose of the consultation: namely to focus on program evaluation insights and questions. Programs in attendance were given 50 minutes to consult with IEC CPR teams in breakout rooms.

4. ANNOUNCEMENTS

- Tri-Chair Davis reminded the IEC that the optional Annual Resource Requests (ARRs) are due by Nov 15th in the Nuventive Platform. They must be connected to the program goal, which in turn ideally aligns with at least one Education Master Plan goal.
- Please accept the outlook invitations for the IEC meetings from 2:10- 4 pm on the second and fourth Mondays except where indicated: October 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 4:00 pm.