

Minutes of Institutional Effectiveness Committee
Held on October 27, 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, Stephen Fredricks, Chris Gibson, Evan Leach, Wendy Lee, Sandhya Patlolla, Jarred Ramos, Christian Sanchez, Kwame Thomas, Ingrid Vargas, Lauren Wagner, Monique Ubungen Wardell, Tina Watts, Luis Zuniga

Members Absent: Melanie Espinueva+Aure, Zahra Mojtahedi, Mike Sharabi,

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 Michael Cross and seconded by Rachel Bell to approve the October 27, 2025 meeting agenda. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Tony Viertel and seconded by Chris Gibson to approve the October 13, 2025 meeting minutes. Motion carried unanimously.

3. DISCUSSION/REPORT

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

Tri-Chair Viertel reminded the IEC about the [Instructional Program Review Task Group membership and the timeline of the process](#) for soliciting input on the templates. At its first meeting, the Task Group created a first draft based on their input, the IEC's and that of the Office of Planning, Research, Innovation and Effectiveness.

The Academic Senate and instructional deans provided feedback on this first draft, which the Task Group reviewed so as to arrive at a second draft. Tri-Chair and Task Force Coordinator Wong explained the rationales for the changes in green, which are explained as comments in the document.

The IEC reviewed and provided feedback on the second draft. The main feedback pertained to the section on the labor market so that the CPR can be a means for instructional

programs to ensure they're responding to workforce needs.

In addition, they were asked to alert their constituents about this updating of the template by providing background information via [these slides](#) and soliciting input from their constituents on the latest draft so that they'll be ready to vote on its adoption as early as the November 17 IEC meeting. Constituents can communicate their feedback directly to their IEC representatives or insert as a comment into the online document.

3.2. Program Review Goals Activity (Goal 4)

Tri-Chair Wong facilitated an activity that will prepare IEC CPR team members to provide feedback on program goals at next week's CPR consultation. The workshop focused on defining and evaluating program goals, keeping in mind the qualities that constitute effective goals, including being specific, measurable- ideally with a baseline, and time-bound. (See [Goals & Resource Requests slides](#).) Members were tasked with reviewing four draft goals to determine if they met these criteria, and to provide guidance to strengthen these goals. The committee was divided into breakout rooms, with each focused on one of the four goals, and then presented their findings and recommendations to the larger group.

3.3. Constituent Reporting Reminders

Tri-Chair Davis reminded members to solicit input on the updated CPR template and to communicate that the optional Annual Resource Requests are due by November 15.

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: 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 3:52 pm.