

**Minutes of Institutional Effectiveness Committee****Held on August 24, 2026 | 2:10-4:00 p.m.****Zoom: <https://smccd.zoom.us/j/84799776282>****Chairs Present:** Katie Manbachi, Bianca Rowden-Quince, Karen Wong**Members Present:** Jessica Belluomini, Kalia Chavez, Melanie Espinueva + Aure, Stephen Fredricks, Myla Guevara, Evan Leach, Wendy Lee, Kyar Loo, Zahra Mojtahedi, Sandhya Patlolla, Kwame Thomas, Gavin Townsley, Ingrid Vargas**Members Absent:** Christian Sanchez, Mike Sharabi**Resource Persons:** Becky Threewit

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**1. GENERAL FUNCTIONS****Call to Order**

Committee Tri-Chair Karen Wong called the regular meeting to order at 2:14 p.m.

**2. ACTION ITEM(S)****Approve Agenda**

A motion was made by Gavin Townsley and seconded by Bianca Rowden-Quince to approve the August 24, 2026 meeting agenda. The motion carried.

**3. DISCUSSION/REPORT****3.1. Introduction to IEC**

The Committee Tri-Chairs introduced themselves to the broader committee and provided an overview of the IEC's purpose and norms, achievements from last year and goals for the upcoming year, which are captured in [these slides](#).

Committee members participated in breakout room discussions to get to know one another, after which representatives shared what they hope to gain, or what they gained, from serving on the IEC. Members highlighted several benefits of IEC participation, including the opportunity to learn about challenges and successes across different programs, a safe space to acknowledge what they don't know and engage vulnerably in the assessment process, and the value of serving on IEC when their own program is preparing for Comprehensive Program Review. Members also expressed appreciation for the tri-chairs' leadership and facilitation.

The Committee Tri-Chairs highlighted achievements from the past year, some of which are listed below:

1. Discussed Institutional Student Learning Outcomes (ISLO) results and ways to strengthen the survey instrument and response rates;
2. Reviewed and secured approval of the updated instructional program review templates by the College Governance Council via an iterative process spearheaded by a task force;
3. Implemented improvements to support programs undergoing CPR.

They also shared the 2026-2027 Goals:

1. Refine the program review schedule
2. Discuss how to leverage CPR Share Outs as a means to increase awareness of campus programs and transcend program silos
3. Continue developing skills to support programs undergoing CPR
4. Analyze college-wide survey results
5. Strengthen ISLO self-assessment survey and increase response rate
6. Review ACCJC Institutional Set Standards and Goals

### **3.2. Constituent Engagement and Representation**

Key strategies that emerged included utilizing division meetings to create space for transparency and communication and taking a strategic, intentional approach to soliciting feedback from stakeholders.

### **3.3. Accreditation Update**

The Institutional Self-Evaluation Report (ISER) was submitted the previous year with no recommendations thus far from the peer review team. The committee noted that the Accreditation Site Visit is scheduled for September 30, with the Open Forum taking place from noon- 1 p.m. in Rooms 6202-6. Members were asked to announce the Open Forum to their constituents.

### **3.4. Student Learning Outcomes (SLO) Update**

Committee members also were asked to bring attention to their constituents about the need to accelerate and prioritize assessment efforts.

## **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 14 & 28, October 12 & 26, November 2 & 16 (1st & 3rd M), January 25, February 8 & 22, March 8 & 22, April 12 (in-person from 2- 4:30) & 26, May 10.

## **5 ADJOURNMENT**

There being no further agenda items, the meeting concluded at 3:30 pm