

Minutes of Institutional Effectiveness Committee**Held on September 14, 2026 | 2:10-4:00 p.m.****Zoom: <https://smccd.zoom.us/j/84799776282>****Chairs Present:** Katie Manbach, Bianca Rowden-Quince, Karen Wong**Members Present:** Jessica Belluomini, Kalia Chavez, Isabella Chong, Melanie Espinueva+Aure, Stephen Fredricks, Myla Guevarra, Raymon Gutierrez, Evan Leach, Wendy Lee, Kyar Loo, Marrisa Maccaro, Zahra Mojtahedi, Sandhya Patlolla, Christian Reyes-Aguilar, Christian Sanchez, Mike Sharabi, Kwame Thomas, Gavin Townsley**Members Absent:** Ingrid Vargas**Resource Persons:** Becky Threewit

1. GENERAL FUNCTIONS**Call to Order**

Committee Tri-Chair Bianca Rowden-Quince called the regular meeting to order at 2:11 p.m.

2. ACTION ITEM(S)**2.1 Approve Agenda**

A motion was made by Zahra Mojtahedi and seconded by Evan Leach to approve the September 14, 2026 meeting agenda. The motion carried.

2.2 Approve Minutes

A motion was made by Kwame Thomas and seconded by Gavin Townsley to approve the August 24, 2026 meeting minutes. The motion carried.

3. DISCUSSION/REPORT**3.1. Popcorn Connections**

Committee members introduced themselves and shared something they can uniquely bring to the table to provide support programs during CPR.

3.2. 2025-2026 IEC Survey Results

Committee members reviewed the [2025-2026 IEC Committee Feedback Survey](#) results. Tri-Chair Karen Wong noted that most feedback was affirming. Additional

open-ended feedback suggested the committee consider shortening certain agenda items and reassess whether the focus on data analysis comes at the expense of exploring root causes for student struggles.

Dwelling on a survey statement from page 4 in which some committee members indicated they may not always feel sufficiently informed to actively engage in IEC's activities, Karen posed a reflective question to the committee: What tools do you need in your toolkit to support programs undergoing Comprehensive Program Review? Committee members shared the following professional development and resource needs:

- A data packet overview that highlights what information is provided;
- Introduction to data terminology;
- Continued application of Appreciative Inquiry/ Motivational Interviewing;
- Refresher training on how to access information in the Nuventive Platform;
- Revisit and clarify the three-semester CPR timeline.

3.3. Comprehensive Program Review (CPR) Teams

Committee Tri-chair Katie Manbachi provided a document which shows all of the programs undergoing program review this cycle and their respective IEC Support teams.

The [CPR Teams document](#) can be found on the IEC website.

3.4. CPR Orientation for New Members

Committee Tri-chairs Bianca Rowden-Quince, Katie Manbachi and Karen Wong provided an orientation on Comprehensive Program Review (CPR) processes and the role of IEC members in supporting programs undergoing review.

The [New Members Orientation slides](#) can be found on the IEC website.

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

5. ADJOURNMENT

There being no further agenda items, the meeting concluded at 3:51 pm