



**Joint Academic Senate  
Institutional Effectiveness Committee  
Santa Monica College**

**Minutes**  
September 26, 2018

***Members Present:***

Vicenta Arrizon, Nate Donahue, Gail Edinger, Lesley Kawaguchi, Hannah Lawler (Vice-Chair), Erica LeBlanc, Laura Manson, Elisa Meyer (Chair), Teresita Rodriguez

***Interested Party Member(s) Present:***

Dione Carter, Delores Raveling

I. **Call to Order:** The meeting was called to order at 1:19 pm.

II. **Public Comments:** None

III. **Chair's Report**

The Academic Senate Executive Committee approved the IE Committee's DPAC report. The report was shared with DPAC to inform the master planning process for 2018-2019. The Committee thanks Edna Chavarry for vice-chairing the committee while Hannah Lawler was on maternity leave. The Chair thanks the committee for serving on the committee for 2018-2019.

IV. **Action Items**

a. Approval of the minutes for the June 11, 2018 meeting.

|                    |   |
|--------------------|---|
| Motion to approve: | Lesley Kawaguchi                                    |
| Seconded by:       | Laura Manson  |
| For:               | 6   |
| Against:           | 0   |
| Abstain:           | 3 (Nate Donahue, Hannah Lawler, Teresita Rodriguez) |

V. **New Business**

a. **Committee Introductions**

Committee members were welcomed and each member introduced themselves.

b. **Committee Orientation**

Hannah Lawler and Elisa Meyer provided an orientation to the committee work, process, and timeline of activities, including the history of the committee, the IE process at SMC, and the external mandates affecting the IE process (including Scorecard, ACCJC, Funding Formula, Simplified Metrics, Vision for Success).

c. **Review of the Committee's Scope and Functions**

The committee reviewed and discussed the committee scope and functions description. This discussion will be continued at a future meeting.

VI. **Announcements**

The Chair and Vice-Chair will set up a Microsoft Teams for the committee.

VII. **Adjournment:** The meeting was adjourned at 2:20 pm.