

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES OF MEETING
THURSDAY, DECEMBER 09, 2010**

CALLED TO ORDER: 12:00 p.m.

CO CHAIRS: Cynthia Olivo and Jim Bickley

The following Institutional Effectiveness Committee members were present:

<u>CO CHAIRS</u> Cynthia Olivo, Associate Dean, Counseling & Student Success Services Jim Bickley, Social Sciences	<u>CLASSIFIED STAFF MEMBERS</u> Leticia Velez, DSPS Beverly Tillman, IPRO
<u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dean, Performing and Communication Arts Denise Carter, Assessment/SLS Maria Descalzo, Fiscal Services	<u>STUDENT MEMBERS</u> Jamie Hammond, ASB President Nolan Pack, Student Trustee, PACCD, BOT
<u>FACULTY MEMBERS</u> Cecile Davis Anderson, Counseling Salomon Davila, Engineering & Technology Stephanie Fleming, Performing & Communication Arts Krista Goguen, Library Kathy Green, English Linda Hintzman, Math Bianca Richards, DSPS Shelagh Rose, Languages Sonya Valentine, Natural Sciences Melanie Willhide, Visual Arts & Media Studies	<u>RESOURCE EXPERTS</u> Leslie Tirapelle, Director, Distance Education
	<u>EX-OFFICIO MEMBERS</u> Robert Miller, Interim Dean, Educational Services Cynthia Olivo, Associate Dean, Counseling & Student Success Services
	<u>GUESTS</u> Douglas Haines, Division Dean, Engineering & Technology Crystal Kollross, IPRO Gloria Hortan, English Shayani Senanayake, Academic Support

- I. Introductions: Jim Bickley and Cynthia Olivo
- II. General Information: Jim Bickley and Cynthia Olivo
 - a. Standing IEC meeting time and location: Fridays 12:30-2:30pm, weekly starting Spring Semester 2011.
 - b. Formation of a Leadership subcommittee: IEC Members will be recruited.
 - c. Information regarding alternate IEC members: The IEC is an open public meeting; anyone in the Divisions is free to attend.
- III. Presentation regarding institution-wide outcomes: Crystal Kollross
Document distributed electronically to Committee Members
- IV. Draft of IEC Mission—presentation and discussion: Jim Bickley
Document distributed electronically to Committee Members
- V. Draft Guiding Principles of IEC—presentation and discussion: Cecile Davis Anderson
Document distributed electronically to Committee Members

VI. Draft Basic Principles of Assessment—presentation and discussion: Cynthia Olivo
Document distributed electronically to Committee Members

VII. Draft Program Review Rubric/Overview of how it will look in Task stream—presentation and discussion:
Shelagh Rose
Document distributed electronically to Committee Members

V. ADJOURNMENT

Meeting adjourned at 1:05 p.m.