

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES OF MEETING  
TUESDAY, NOVEMBER 09, 2010**

**CALLED TO ORDER:** 12:05 p.m.

**CO CHAIRS:** Cynthia Olivo and Jim Bickley

The following Institutional Effectiveness Committee members were present:

<b><u>CO CHAIRS</u></b> Cynthia Olivo, Associate Dean, Counseling & Student Success Services Jim Bickley, Social Sciences	<b><u>CLASSIFIED STAFF MEMBERS</u></b> Leticia Velez, DSPS Beverly Tillman, IPRO
<b><u>MANAGEMENT MEMBERS</u></b> Denise Carter, Assessment/SLS Maria Descalzo, Fiscal Services Barbara Freund, Division Dean, Health Sciences	<b><u>STUDENT MEMBERS</u></b> Jamie Hammond, ASB President Nolan Pack, Student Trustee, PACCD, BOT
<b><u>FACULTY MEMBERS</u></b> Cecile Davis Anderson, Counseling Bucky Bhada, Social Sciences Susan Briggs, CEC Salomon Davila, Engineering & Technology Stephanie Fleming, Performing & Communication Arts Krista Goguen, Library Kathy Green, English Bianca Richards, DSPS Shelagh Rose, Languages Sonya Valentine, Natural Sciences Melanie Willhide, Visual Arts & Media Studies	<b><u>RESOURCE EXPERTS</u></b> Leslie Tirapelle, Director, Distance Education
	<b><u>EX-OFFICIO MEMBERS</u></b> Robert Miller, Interim Dean, Educational Services Ellen Lignons, Associate Dean, Career & Technical Education Cynthia Olivo, Associate Dean, Counseling & Student Success Services
	<b><u>GUESTS</u></b> Edward Martinez, Academic Senate Crystal Kollross, IPRO Denise Albright, English Shayani Senanayake, Academic Support

**I. WELCOME**

Self introductions were made.

**II. PRESENTATION**

**What is an IEC?**

The IEC is a new committee on campus that will use the expertise of faculty, management and staff representatives to review Program Plans and Program Reviews on a regular basis. The IEC will review Academic Programs, CTE Programs, Administrative Units and Student Services. At the next Accreditation Meeting, with this new planning process, we will be able to demonstrate that the Program Review process is aligned to the College Mission, EMP and resource allocation to programs that achieve their goals.

**What is the function of the IEC?**

The IEC is a formal participatory governance group that will meet regularly during the academic year. The IEC will establish a Program Review Cycle and assure that Program Reviews are submitted in a timely fashion. The IEC will also provide feedback and recommendations for program improvement and

resource allocation. The program review will help Student Learning through course, certificate, major and degree SLOs and GEOs. This review will also help achieve state wide goals for Student Achievement consisting of Degrees, Certificates, Transfer and Grades.

**Current IEC Information:**

Taskstream is the new planning tool which gives flexibility for program review. Currently Basic Skills and Enrollment Services have submitted Program Reviews using Taskstream. The IEC Policy #2560 was approved by the Board of Trustees on October 6<sup>th</sup>, 2010 and can be found on the PCC website in the Staff Services section under the Policies link. The IEC Co-Chairs were appointed by the Academic Senate and the Office of the President. The IEC Committee Members were selected by various constituency groups. The Division Deans have been asked to invite faculty members to participate in IEC, for better representation. The current Divisions without faculty representation are Business, Kinesiology, Health & Physical Education and Health Sciences. The IEC Task Team is in the process of designing rubrics, forms, and other procedures.

**Next Step:**

The IEC will facilitate professional development and training, develop Rubrics and create a Glossary to define words in the Task Team. Taskstream will be modified to focus on goals and outcomes before activities are determined. The mission and guiding principles of the IEC will be created using the IEC missions of Riverside Community College and Victor Valley College. Our current mission is to engage students in learning from day one. The Programs will have autonomy to pursue their mission with the IEC providing support in order for them to do so. The IEC is a working group that will be involved in reading and reviewing data, reviewing assessment reports and working on policies and procedures. The committee will provide feedback to the respective Programs. The committee members will communicate the IEC proceedings with their colleagues. The IEC process will start with the Program being loaded on the Taskstream, a rubric as to what to look for will be followed by IEC representatives, a review form will be completed and finally the Program representative will be notified of the changes and the IEC will meet with the Program representative to discuss the changes.

**III. SCHEDULE FOR REGULAR MEETINGS**

Starting Winter Session 2011, the IEC will meet on a regular basis.

**IV. OPEN**

How do we overcome obstacles that arise?

These obstacles will be addressed and an attempt to resolve them will be made, during Program Review.

**V. ADJOURNMENT**

Meeting adjourned at 1:05 p.m.