

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES OF MEETING
FRIDAY, JANUARY 21, 2011**

CALLED TO ORDER: 12:35 p.m.

CO CHAIRS: Cynthia Olivo and Jim Bickley

The following Institutional Effectiveness Committee members were present:

<p><u>CO CHAIRS</u> Cynthia Olivo, Associate Dean, Counseling & Student Success Services Jim Bickley, Social Sciences</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dean, Performing and Communication Arts Denise Carter, Assessment/SLS Maria Descalzo, Fiscal Services Barbara Freund, Division Dean, Health Sciences</p> <p><u>FACULTY MEMBERS</u> Cecile Davis Anderson, Counseling Salomon Davila, Engineering & Technology Stephanie Fleming, Performing & Communication Arts Krista Goguen, Library Kathy Green, English Kathleen Uyekawa, Math Bianca Richards, DSPS Shelagh Rose, Languages Sonya Valentine, Natural Sciences Melanie Willhide, Visual Arts & Media Studies Shelly Gaskin, Business Terry Stoddard, Kinesiology, Health & PE</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Leticia Velez, DSPS Beverly Tillman, IPRO Wendy Lucko, Engineering & Technology</p> <p><u>STUDENT MEMBERS</u> Nolan Pack, Student Trustee, PACCD, BOT</p> <p><u>RESOURCE EXPERTS</u> Crystal Kollross, IPRO</p> <p><u>EX-OFFICIO MEMBERS</u> Robert Miller, Interim Dean, Educational Services Cynthia Olivo, Associate Dean, Counseling & Student Success Services</p> <p><u>GUESTS</u> Edward Martinez, Academic Senate Alan Armstrong, Engineering & Technology Shayani Senanayake, Academic Support</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> David Uranga, Social Sciences Susan Briggs, CEC</p> <p><u>STUDENT MEMBERS</u> Jamie Hammond, AS President</p>

I. **INTRODUCTIONS:** Jim Bickley and Cynthia Olivo

II. **GENERAL INFORMATION:** Jim Bickley and Cynthia Olivo

- a. IEC Minutes are posted on the IPRO (Institutional Planning & Research Office) web site.
- b. Changes to the drafts which were discussed today, should be returned to the respective presenters by January 28th, 2011.

III. Review and revision of **IEC Mission draft** - presentation and discussion: Jim Bickley

The IEC, a Shared Governance Committee, will actively support the achievement of PCC's Mission and the EMP through systematic evaluation of program reviews.

IV. Review and revision of **Guiding Principles of IEC** draft - presentation and discussion: Cecile Davis Anderson

Guiding Principles of IEC document with revisions, **distributed electronically to Committee Members.**

V. Review and revision of **Basic Principles of Assessment** draft - presentation and discussion: Cynthia Olivo

Basic Principles of Assessment document with revisions, **distributed electronically to Committee Members.**

VI. Review and revision of **Program Review Rubric/Overview** of how it will look in Task stream— presentation and discussion: Shelagh Rose

Program Review Rubric/Overview document with potential change to Mission Statement section, **distributed electronically to Committee Members.** Send Shelagh Rose feedback on the five sections of the Rubric that were not discussed.

VII. ANNOUNCEMENTS:

- a. All draft revisions will be voted on at the next IEC Meeting on February 4th, 2011.
- b. IEC Leadership Council: If you are interested in being a part of the Ad Hoc Group, email either Cynthia Olivo or Jim Bickley. Cynthia Olivo and Jim Bickley will pick constituents from all groups on campus.
- c. The IEC Task Team is working on a Glossary of terms and a Handbook.
- d. SASI funds are available for campus constituents to provide innovative ideas. Three anonymous readers are needed to read and score applications to determine who will receive these funds. Email Cynthia Olivo if you are interested in volunteering to be a reader.

VIII. ADJOURNMENT

Meeting adjourned at 3:35 p.m.