

PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE

MINUTES OF MEETING
FRIDAY, FEBRUARY 04, 2011

CALLED TO ORDER: 12:35 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>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dean, Performing and Communication Arts Denise Carter, Assessment/SLS <u>FACULTY MEMBERS</u> Salomon Davila, Engineering & Technology 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 Terry Stoddard, Kinesiology, Health & PE Susan Briggs, CEC	<u>CLASSIFIED STAFF MEMBERS</u> Melva Alvarez, TLC Leticia Velez, DSPS Beverly Tillman, IPRO Wendy Lucko, Engineering & Technology <u>RESOURCE EXPERTS</u> Crystal Kollross, Interim Dean, Institutional Planning & Research <u>EX-OFFICIO MEMBERS</u> Robert Miller, Interim Dean, Educational Services Cynthia Olivo, Associate Dean, Counseling & Student Success Services <u>GUESTS</u> Shayani Senanayake, Academic Support
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The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> David Uranga, Social Sciences Stephanie Fleming, Performing & Communication Arts Cecile Davis Anderson, Counseling Shelly Gaskin, Business <u>MANAGEMENT MEMBERS</u> Maria Descalzo, Fiscal Services Barbara Freund, Division Dean, Health Sciences <u>STUDENT MEMBERS</u> Jamie Hammond, AS President Ashley Jackson, PACCD, BOT

- I. The **Basic Principles of Assessment for the IEC** was approved by a majority vote.
- II. The **Mission Statement for the IEC** was approved by a majority vote.
- III. The **Guiding Principles for the IEC** was approved by a majority vote.
- IV. The **Rubric for the IEC** will be finalized by a Subcommittee and voted on at the next IEC Meeting.
- V. Presentation: **Program Review Process vs. Tactical Plan Process:** Crystal Kollross
 - PCC is moving from a Process Review to an Outcome Review.
 - College Planning consists of Area Planning, Tactical Planning and Operational Planning.
 - Tactical Planning covers Program Review by Managers and Deans and the IEC's evaluation and recommendations of this process. The IEC will serve as an internal review committee.
- VI. **Announcements:**
 - Taskstream Training must be completed prior to our first Spring meeting on February 25th, 2011. A group training session will be held on **February 11th, 1-2 pm in R-206**. For one on one training contact David Colley in the Institutional Planning and Research Office.
 - Contact Cynthia Olivo or Jim Bickley if you are interested in serving on the IEC Leadership Council. Next project: Glossary of Terms, ongoing review of processes we are developing to ensure effective practices are in place.
 - Contact Cynthia Olivo or Jim Bickley if you are interested in serving as a reviewer for the PCC SASI Innovation Grant Competition.

2/25/11	General Meeting
3/04/11	Math Basic Skills Program Review Discussion and Vote
3/11/11	English Basic Skills Program Review Discussion and Vote
3/18/11	ESL Basic Skills Program Review Discussion and Vote
3/25/11	CEC Basic Skills Program Review Discussion and Vote
4/01/11	SLS Enrollment Services Program Review Discussion and Vote
4/08/11	Business - Accounting? Program Review Discussion and Vote
4/15/11	Campus Services Program Review
4/22/11	No meeting Spring Break

VII. ADJOURNMENT

Meeting adjourned at 2:40 p.m.