

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, March 4, 2011**

Called to Order: 12:35 p.m.

The following Institutional Effectiveness Committee members and resource experts were present:

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| <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</p> <p><u>FACULTY MEMBERS</u> Cecile Davis Anderson, Counseling Susan Briggs, CEC Salomon Davila, Engineering & Technology Stephanie Fleming, Performing & Communication Arts Krista Goguen, Library Gloria Horton, English Kathleen Uyekawa, Math Bianca Richards, DSPS Shelagh Rose, Languages Sonya Valentine, Natural Sciences Melanie Willhide, Visual Arts & Media Services</p> | <p><u>CLASSIFIED STAFF MEMBERS</u> Melva Alvarez, TLC Leticia Velez, DSPS Wendy Lucko, Engineering & Technology</p> <p><u>STUDENT MEMBERS</u> Ashley Jackson</p> <p><u>RESOURCE EXPERTS</u> Crystal Kollross, Interim Dean, Institutional Planning & Research David Colley, Research and Planning Analyst</p> |
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The following Institutional Effectiveness Committee members were absent:

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| <p><u>FACULTY MEMBERS</u> David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Terry Stoddard, Kinesiology, Health & PE</p> <p><u>MANAGEMENT MEMBERS</u> Barbara Freund, Division Dean, Health Sciences</p> <p><u>EX OFFICIO MEMBER</u> Bob Miller</p> <p>No Guests</p> |
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I. **Introductions** – Members introduced themselves.

II. Math Basic Skills Program Review Discussion

The Committee was reminded that the Basic Skills Program Review authors did not have the rubric when they created their documents. The Committee discussed the Math Basic Skills program review using the rubric. They asked many informative questions. As a result, more revisions will be made to the rubric. Shelagh Rose will make the revisions and distribute the rubric to Committee members. The members are to bring a clean, completed rubric for the Math Basic Skills Program (with their name on it) to the next meeting. The chairs will compile an overall evaluation.

III. Conclusion

We will discuss the English Basic Skills Program Review at our March 11th meeting. The document will be sent to the Committee via email.

The meeting adjourned at 2:20 p.m.

| Meeting Dates (2011) Time: 12:30 p.m. – 2:30 p.m. | | | |
|--|---------------------|-------------------|--------------------|
| <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> |
| Circadian | Circadian | Circadian | Circadian |
| 4 | 1 | 6 | 3 |
| 11 | 8 | 13 | 10 |
| 18 – C217 | 15 – Creveling | 20 | |
| 25 | 29 – Creveling | 27 | |