

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, MARCH 11, 2011**

**Called to Order:** 12:35 p.m.

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

<p><b><u>CO-CHAIRS</u></b> Cynthia Olivo, Associate Dean, Counseling &amp; Student Success Services Jim Bickley, Social Sciences</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Jim Arnwine, Division Dean, Performing &amp; Communication Arts Denise Carter, Assessment/SLS</p> <p><b><u>FACULTY MEMBERS</u></b> Susan Briggs, CEC Salomon Davila, Engineering &amp; Technology Stephanie Fleming, Performing &amp; Communication Arts Krista Goguen, Library Gloria Horton, English Kathleen Uyekawa, Math Bianca Richards, DSPS Shelagh Rose, Languages Melanie Willhide, Visual Arts &amp; Media Services Cecile Davis Anderson, Counseling</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Leticia Velez, DSPS Cynthia George, CTE Wendy Lucko, Engineering &amp; Technology</p> <p><b><u>STUDENT MEMBERS</u></b> Ashley Jackson, ASB</p> <p><b><u>RESOURCE EXPERTS</u></b> Crystal Kollross, Interim Dean, Institutional Planning &amp; Research David Colley, Research and Planning Analyst</p> <p><b><u>GUESTS</u></b> Doug Haines, Division Dean, Engineering &amp; Technology Jason Yassine, Student</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> David Uranga, Social Sciences Shelly Gaskin, Business &amp; Information Technology Terry Stoddard, Kinesiology, Health &amp; PE Sonya Valentine, Natural Sciences</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Barbara Freund, Division Dean, Health Sciences</p> <p><b><u>EX OFFICIO MEMBER</u></b> Bob Miller</p>
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I. **Introductions** – Members introduced themselves.

II. **Basic Skills Math and English**

The Committee discussed the Math and English program reviews. It was stated that because committee members were not familiar with the activities of the programs that some of the references were too vague; and needed to be explained in more detail. If the authors added a few more sentences or even did a one-page description it would be very helpful to the program review teams.

III. **Program Viability**

Cynthia asked if the review teams should address program viability in their assessment of the program reviews. Also, is “viability” the right word to use? A long discussion occurred. There was some concern that if we appear to be eliminating programs we might be perceived negatively. The Committee agreed that the quality of the assessment is the key to being able to determine if a program is viable and that a good rubric will reveal whether or not a program is viable without having to make a statement. The Committee agreed to use the words, “program responsiveness” rather than “program viability.”

IV. **Rubric**

Salomon Davila presented his recommendations to the Committee. He expressed how important the rubric is to the work that this Committee has to perform. He said that rubrics are to be formative documents and not check list. He explained that the wording in the rubric should not be left to interpretation; that we should not use undefined terms such as “soundly” or “adequate.” Strengthening our rubric will help the program review authors to be as clear as possible on what is expected of them. He talked about how we are presently using passive assessment; but there is also active assessment. The Committee discussed many interesting ideas about how we could do active assessment. Salomon forwarded his presentation to the Committee via email.

V. **Conclusion**

The Committee expressed the need to have someone who could help the program review authors with assessment. Cynthia responded that she would work with Institutional Planning and Research on getting an assessment person for the campus.

The chairs asked for volunteers for three subcommittees to work on the rubric, the process, and the glossary. At our next meeting on Friday, March 18 we will come together as a group and then break into the three subcommittees.

**Adjourned**

The meeting adjourned at 2:15 p.m.

**Meeting Dates (2011)** Time: 12:30 p.m. – 2:30 p.m.

**March**

Circadian  
4  
11  
18 – C217  
25

**April**

Circadian  
1  
8  
15 – Creveling  
29 – Creveling

**May**

Circadian  
6  
13  
20  
27

**June**

Circadian  
3  
10