

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, FEBRUARY 25, 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 and Communication Arts Denise Carter, Assessment/SLS Maria Descalzo, Fiscal Services</p> <p><b><u>FACULTY MEMBERS</u></b> Salomon Davila, Engineering &amp; Technology Krista Goguen, Library Kathleen Uyekawa, Math Bianca Richards, DSPS Shelagh Rose, Languages Sonya Valentine, Natural Sciences Cecile Davis Anderson, Counseling</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Melva Alvarez, TLC Leticia Velez, DSPS Beverly Tillman, IPRO Wendy Lucko, Engineering &amp; Technology</p> <p><b><u>STUDENT MEMBERS</u></b> Ashley Jackson</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> Nika Hogan (for Kathy Green)</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> David Uranga, Social Sciences Stephanie Fleming, Performing &amp; Communication Arts Shelly Gaskin, Business &amp; Information Technology Kathy Green, English Melanie Willhide, Visual Arts &amp; Media Studies Susan Briggs, CEC Terry Stoddard, Kinesiology, Health &amp; PE</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 – Cynthia Olivo and Jim Bickley**

There was a brief overview of the Mission Statement (approved February 4, 2011). Cynthia reminded the Committee of her February 24<sup>th</sup> email which has a link to ACCJC's rubric.

**II. Rubric Discussion and Vote**

Sheila Rose informed the Committee that the Rubric Subcommittee met twice. She stated that the subcommittee tried to keep the language consistent. A long discussion was held. The Committee agreed to make several revisions to the rubric. The revisions were incorporated into the document during the meeting. The Committee discussed doing our first evaluation of a program review and for training purposes; we will all read the same program review versus utilizing our future approach of teams reading program reviews and reporting back to the committee. The rubric and the Math Division's Program Review will be sent as a PDF copy and distributed to the committee members. All committee members are to do their evaluation and be ready to discuss it at the March 4 meeting.

**III. Review of Procedures**

The chairs reviewed the IEC process with the Committee. The IEC will be placed in teams. Each team will have a Team Leader. The teams will be assigned a set of Program Reviews to evaluate. The team will report back to the full IEC for discussion and vote. The Leadership Subcommittee will work on establishing the composition of the teams and selection of team leaders.

**IV. Other**

The final version of the Guiding Principles for the Institutional Effectiveness Committee was distributed (approved February 4, 2011).

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

<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
<b>Circadian</b>	<b>Circadian</b>	<b>Circadian</b>	<b>Circadian</b>
4	1	6	3
11	8	13	10
18 – C217	15 – Creveling	20	
25	29 – Creveling	27	