

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, APRIL 1, 2011**

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

<p><u>CO-CHAIRS</u> Jim Bickley, Social Sciences</p> <p><u>MANAGEMENT MEMBERS</u> Denise Carter, Assessment/SLS</p> <p><u>FACULTY MEMBERS</u> Krista Goguen, Library Bianca Richards, DSPS Shelagh Rose, Languages Cecile Davis Anderson, Counseling Sonya Valentine, Natural Sciences Susan Briggs, CEC Gloria Horton, English Kathleen Uyekawa, Mathematics</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC</p> <p><u>RESOURCE EXPERTS</u> David Colley, Research and Planning Analyst Crystal Kollross, Interim Dean IPRO</p> <p><u>GUESTS</u> Sheri Stoddard (for Terry)</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> Salomon Davila, E & T David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Terry Stoddard, Kinesiology, Health & PE Melanie Willhide, Visual Arts & Media Services Stephanie Fleming, Performing & Com. Arts</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dean, Performing & Com. Arts Dina Chase, Director Outreach Degree, Transfer Barbara Freund, Division Dean, Health Sciences</p>	<p><u>CLASSIFIED MEMBERS</u> Cynthia George, CTE Leticia Velez, DSPS Wendy Lucko, E&T</p> <p><u>EX-OFFICIO MEMBERS</u> Bob Miller, Interim Dean Educational Serv.</p> <p><u>STUDENTS</u> Ashley Jackson, ASB</p> <p><u>CO-CHAIRS</u> Cynthia Olivo</p>
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The Institutional Effectiveness Committee convened at approximately 12:30 p.m.

- I. The Committee divided into three work groups:
 - a. Rubric work group – will continue working on developing the program review evaluation scoring rubric.
 - b. Process work group – will continue working on developing guidelines for IEC procedures.
 - c. Glossary work group – will continue working on developing a glossary to assist program reviewers and evaluators.
- II. Conclusion
The three work groups will prepare drafts related to their assigned tasks and will bring their final drafts back to the full IEC for discussion.

<u>Meeting Dates (2011)</u>		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	