

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, MARCH 18, 2011**

Called to Order: 12:38 p.m.

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

<p><u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean, Counseling & Student Success Services Jim Bickley, Social Sciences</p> <p><u>MANAGEMENT MEMBERS</u> Denise Carter, Assessment/SLS Barbara Freund, Division Dean, Health Sciences</p> <p><u>FACULTY MEMBERS</u> Salomon Davila, Engineering & Technology Stephanie Fleming, Performing & Communication Arts Krista Goguen, Library Bianca Richards, DSPS Shelagh Rose, Languages Cecile Davis Anderson, Counseling Sonya Valentine, Natural Sciences</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Leticia Velez, DSPS Carlos Altamirano, TLC Wendy Lucko, Engineering & Technology</p> <p><u>STUDENT MEMBERS</u> Ashley Jackson, ASB</p> <p><u>RESOURCE EXPERTS</u> David Colley, Research and Planning Analyst</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> Susan Briggs, CEC David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Terry Stoddard, Kinesiology, Health & PE Melanie Willhide, Visual Arts & Media Services & Communication Arts Gloria Horton, English Stephanie Fleming, Performing & Communication Arts Kathleen Uyekawa, Math</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dean, Performing Dina, Chase, Director Outreach Degree, Transfer</p>	<p><u>CLASSIFIED MEMBERS</u> Cynthia George, CTE</p> <p><u>EX-OFFICIO MEMBERS</u> Bob Miller, Interim Dean, Educational Serv.</p>
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- I. **Introductions** – Members introduced themselves.
- II. **Minutes**
The minutes of the March 4 and March 11 meetings were emailed to committee members for their review. If there are any revisions, please email “cdolivo.” Final copies of the minutes are posted on the PCC website. To view them go to “about PCC”, Planning and Research, click on the IEC link on the bottom right-side, click on agendas, meetings and minutes.
- III. **Break Out Groups**
The Committee divided into three groups Rubric (Rm. C225), Glossary (Rm. C217), and Process (Rm. C241).
- IV. **Report Out to the Whole Group**
The Rubric, Process, and Glossary groups returned to C217 to report out. Each group gave a report of their progress during the meeting. A copy of each groups’ report will be mailed to the Committee.
- V. **Conclusion**
The Committee will meet in the Circadian on March 25th. We will again divide into three groups.

Adjourned

The meeting adjourned at 2:50 p.m.

<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	