

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, APRIL 15, 2011**

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>FACULTY MEMBERS</u></b> Salomon Davila, E &amp; T Krista Goguen, Library Bianca Richards, DSPS Shelagh Rose, Languages Sonya Valentine, Natural Sciences Susan Briggs, CEC Gloria Horton, English Stephanie Fleming, Performing &amp; Com. Arts Kathleen Uyekawa, Mathematics Melanie Willhide, Visual Arts &amp; Media Services</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC Wendy Lucko, E &amp; T</p> <p><b><u>STUDENTS</u></b> Ashley Jackson</p> <p><b><u>RESOURCE EXPERTS</u></b> David Colley, Research and Planning Analyst</p> <p><b><u>GUESTS</u></b> Sheri Stoddard (for Terry)</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 Cecile Davis Anderson, Counseling Melanie Willhide, Performing &amp; Com. Arts</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Jim Arnwine, Division Dean, Performing &amp; Com. Arts Dina Chase, Director Outreach Degree, Transfer Barbara Freund, Division Dean, Health Sciences Denise Carter, Jim Arnwine, Division Dean</p>	<p><b><u>CLASSIFIED MEMBERS</u></b> Cynthia George, CTE Leticia Velez, DSPS</p> <p><b><u>EX-OFFICIO MEMBERS</u></b> Bob Miller, Interim Dean, Educational Services</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 a 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	