

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, May 6, 2011**

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

<u>CO-CHAIRS</u> Jim Bickley, Social Sciences	<u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSPS
<u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dean, Performing & Com. Arts	<u>STUDENTS</u> Ashley Jackson
<u>FACULTY MEMBERS</u> Salomon Davila, E & T Krista Goguen, Library Bianca Richards, DSPS Shelagh Rose, Languages Cecile Davis Anderson, Counseling Sonya Valentine, Natural Sciences Susan Briggs, CEC Gloria Horton, English Stephanie Fleming, Performing & Com. Arts Terry Stoddard, Kinesiology, Health & PE Kathleen Uyekawa, Mathematics	<u>RESOURCE EXPERTS</u> David Colley, Research and Planning Analyst Crystal Kollross, Interim Dean, IPRO
	<u>GUESTS</u> Sheri Stoddard

The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> Melanie Willhide, Performing & Com. Arts David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology	<u>CLASSIFIED MEMBERS</u> Cynthia George, CTE
<u>MANAGEMENT MEMBERS</u> Dina Chase, Director Outreach, Degree, Transfer Barbara Freund, Division Dean, Health Sciences Denise Carter, Assessment/SLS	<u>EX-OFFICIO MEMBERS</u> Bob Miller, Interim Dean Ed. Services
	<u>CO-ChAIRS</u> Cynthia Olivo, Associate Dean

The meeting convened at 12:40 p.m.

I. Minutes

The Committee reviewed the minutes for April 1, 2011, April 8, 2011 and April 15, 2011. They agreed that the words, "and a vote," should be deleted from the last paragraph of each document because the Committee did not take a vote at the meetings. Corrections were made to the present/absent lists for April 8 and 15. The Committee accepted the minutes for each meeting.

II. Rubric Discussion

Minor format changes and revisions to the rubric were made during the Committee's discussion. The final rubric will be put into TaskStream. The Committee agreed that the following phrases in the rubric, "learning outcomes," and "assessment loop," will be added to the glossary. Some discussion centered on scoring of the rubric – those concerns can be addressed further during the development of the procedural guidelines.

III. Procedural Guidelines Discussion

Draft 3 of the IEC Procedural Guidelines was presented electronically to the committee. The Committee began reviewing the draft and some editing took place. Jim will forward the edited version to all members so that it can be further reviewed at the next IEC meeting. The question was asked whether the team leader could also be the reconciler. Some committee members thought it would be too much work for one person. By the next meeting the Committee will have had a chance to review the entire procedures and a decision will be made then.

IV. Conclusion

The discussion of the procedural guidelines will continue at our next meeting and the Committee will review the glossary. The next meeting will be held on Friday, May 13, 2011, 12:30 – 2:30 p.m. in the Circadian.

The meeting adjourned at 2:30 p.m.

Meeting Dates (2011)

March

Circadian

4

11

18 – C217

25

Time: 12:30 p.m. – 2:30 p.m.

April

Circadian

1

8

15 – Creveling

29 – Creveling

May

Circadian

6

13

20

27

June

Circadian

3

10