

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, May 13, 2011**

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

<p><u>CO-CHAIRS</u> Jim Bickley, Social Sciences Cynthia Olivo, Associate Dean, Counseling & Student Success Services</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts</p> <p><u>FACULTY MEMBERS</u> Salomon Davila, E & T Krista Goguen, Library Shelagh Rose, Languages Stephanie Fleming, Performing & Com. Arts Melanie Willhide, Visual Arts and Media Services Sonya Valentine, Natural Sciences</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSPS</p> <p><u>RESOURCE EXPERTS</u> David Colley, Research and Planning Analyst</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 Gloria Horton, English Bianca Richards, DSPS Cecile Davis Anderson, Counseling Susan Briggs, CEC Kathleen Uyekawa, Math</p> <p><u>MANAGEMENT MEMBERS</u> Barbara Freund, Division Dean Health Sciences Denise Carter Assessment/SLS Dina Chase, Director Outreach Degree, Transfer</p>	<p><u>STUDENT MEMBERS</u> Ashley Jackson, ASB</p> <p><u>EX-OFFICIO MEMBERS</u> Bob Miller, Interim Dean, Educational Services</p>
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The meeting convened at 12:40 p.m.

I. IEC PDF Document

Cynthia Olivo informed the Committee that a PDF booklet containing eight IEC documents had been created. She said the booklet is available to hand-out, email or present. The Committee discussed how the booklet could be a helpful tool when making presentations to groups. It was suggested that a subgroup of the Committee do presentations at the Division Dean meetings, the Academic Senate meetings, the CTE meetings, ISSU meetings, and Classified Days. A concern was raised about consistency when answering questions at the various meetings. The Committee asked the co-chairs to give the members a mini-presentation using the PDF Booklet. This would be a good opportunity to vet questions that might come up during a presentation. The co-chairs agreed.

II. Process

The committee discussed the process and made minor revisions during their review.

III. Conclusion

The co-chairs announced that the IEC would like to have at least 4 meetings during the summer. Committee members were asked to send their availability in June, July, and August to Beverly.

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