

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, May 20, 2011**

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

<u>CO-CHAIRS</u> Jim Bickley, Social Sciences Cynthia Olivo, Associate Dean, Counseling & Student Success Services <u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts Denise Carter Assessment/SLS Dina Chase, Director Outreach Degree, Transfer <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 Cecile Davis Anderson, Counseling	<u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSP&S <u>RESOURCE EXPERTS</u> David Colley, Research and Planning Analyst <u>GUESTS</u> Sherri Stoddard
--	--

The following Institutional Effectiveness Committee members were absent:

<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, DSP&S <u>MANAGEMENT MEMBERS</u> Barbara Freund, Division Dean Health Sciences	<u>STUDENT MEMBERS</u> Ashley Jackson, ASB <u>EX-OFFICIO MEMBERS</u> Bob Miller, Interim Dean, Educational Services
--	--

The meeting convened at 12:42 p.m.

I. Document Review

The Institutional Effectiveness Committee (IEC) Philosophy Statement was distributed. The Committee recommended minor changes. Jim will take out the phrases, "student learning outcomes," and "support service outcomes." They will be replaced with the phrase, "learning outcomes." This document will be added to the PDF booklet. The Committee reviewed the documents that are in the PDF booklet. It was pointed out that the most recent version of the rubric was not in the PDF booklet. Beverly will insert the correct version.

II. Getting Started

Cynthia confirmed that an assessment person is being hired to help with evaluation training and activities. After some discussion of how the evaluation teams work; the Committee separated into teams. Each team was assigned one or two certificate program reviews. Using a lap top computer, each member was able to sign-on to TaskStream as, "IEC Reviewer" plus#. The teams are looking at the following Certificate Program Reviews: Administration of Justice, Business Information Technology, Computer Information Systems, Dental Assisting, Hospitality Management, Journalism, Photography, and Product Design. The evaluation teams have two weeks to complete their tasks.

III. Announcements

Congratulations to Jim Bickley who is retiring this June. The Academic Senate selected Shelagh Rose as the new IEC Co-chair starting in July.

The teams will continue their work at our next meeting which will be held on Friday, May 27, 2011 at 12:30 p.m. in the Circadian.

The meeting adjourned at 2:32 p.m.

Meeting Dates (2011) Time: 12:30 p.m. – 2:30 p.m.

March

Circadian
4
11
18 – C217
25

April

Circadian
1
8
15 – Creveling
~~29 – Creveling~~

May

Circadian
6
13
20
27

June

Circadian
3
10