

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, June 10, 2011**

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

<b><u>CO-CHAIRS</u></b> Jim Bickley, Social Sciences Cynthia Olivo, Associate Dean, Counseling & Student Success Services  <b><u>MANAGEMENT MEMBERS</u></b> Jim Arnwine, Division Dn., Performing & Com. Arts Denise Carter, Assessment/SLS  <b><u>FACULTY MEMBERS</u></b> Krista Goguen, Library Shelagh Rose, Languages Stephanie Fleming, Performing & Com. Arts Sonya Valentine, Natural Sciences Susan Briggs, CEC Terry Stoddard, Kinesiology Bianca Richards, DSP&S Salomon Davila, E&T	<b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSP&S  <b><u>RESOURCE EXPERTS</u></b> David Colley, Research and Planning Analyst Crystal Kollross, Interim Dean, IPRO
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The following Institutional Effectiveness Committee members were absent:

<b><u>FACULTY MEMBERS</u></b> David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Linda Hintzman, Math Cecile Davis Anderson, Counseling Melanie Willhide, Visual Arts and Media Services	<b><u>EX-OFFICIO MEMBERS</u></b> Bob Miller, Interim Dean, Educational Services  <b><u>STUDENT MEMBERS</u></b> Ashley Jackson, ASB
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The meeting convened at 12:45 p.m.

**I. Administration of Justice Evaluation Presentation and Discussion**

The first program review evaluation presentation was made to the IEC today. The presenter went through the presentation of the reconciliation summary; responding to questions and listening to suggestions. The Committee asked a lot of questions and had lengthy discussions on some sections of the summary. Some revisions were incorporated into the summary at the meeting. Recognition of the involvement of the advisory committees was discussed. The Committee recommended that the program reviews include the advisory committees in order to show widespread collaboration between the advisory committees and the programs. A question was asked about, "Where, in the program review, do we find the programs' request for resources?" The response was that this request is found under "recommendations" The discussions lead the Committee to conclude that the following basic information should be in the program reviews:

- Number of certificates issued every year
- Number of students enrolled
- Number of support staff
- Number of transfers
- Number of students who got a job (workforce)
- Number of ways to get more information about the programs such as how many full-time faculty teach in the program, how many adjunct teachers, how many coordinators in the program, does anyone receive release time or a stipend to help coordinate, etc.

A motion was made by Leticia Velez to accept both the teams' evaluation of the Administration of Justice Program Review and the Program Review. The motion was seconded by Shelagh Rose. The motion was carried by a unanimous vote.

**II. No Meeting During the Summer**

Unfortunately, we were not able to get enough members who were able to meet on any date to have a quorum. Therefore, we will not have any full committee meetings this summer. The Committee discussed the idea of each team meeting on-their-own. Some teams said that they would be continuing their work during the summer. After some discussion, the Committee decided that our next meeting will be held in the fall. **The next meeting of the IEC will be held on Friday, September 9, 2011 – 12:30 p.m. – 2:30 p.m. in Creveling.** We will pick-up where we left-off. There will be 2 presentations made, Business Information Technology and Journalism.

**III. Announcements**

The IEC co-chairs will send the Committee the next schedule of meetings by June 30<sup>th</sup>.

The meeting adjourned at 2:30 p.m.