

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, May 27, 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 <u>FACULTY MEMBERS</u> 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 Susan Briggs, CEC Terry Stoddard, Kinesiology Bianca Richards, DSP&S	<u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSP&S <u>STUDENT MEMBERS</u> Ashley Jackson, ASB <u>RESOURCE EXPERTS</u> David Colley, Research and Planning Analyst Crystal Kollross, Interim Dean, IPRO <u>GUESTS</u> Sherri Stoddard
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The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> Salomon Davila, E & T David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Linda Hintzman, Math Gloria Horton, English	<u>EX-OFFICIO MEMBERS</u> Bob Miller, Interim Dean, Educational Services
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The meeting convened at 12:40 p.m.

I. Committee Discussion

The teams met to continue their work on program reviews. A question was raised about whether the number of team members had to remain at 5. The concern was that if most teams only have 4 members; someone will still have to go through TaskStream as team member#5 so that the reconciler could then go in and do the reconciliation. The Committee felt that this was unnecessary and asked Dave Colley if the team size could be reduced to 4 members in TaskStream. Dave was able to change the team membership numbers in TaskStream from 5 team members to 4. Now each evaluation team will have 4 members. The Committee discussed how to integrate extra team members into the process. It was suggested that there be alternate team members. The Committee will continue this discussion at a future meeting.

II. The Bug

Dave Colley talked to the teams about the bug they encountered in TaskStream. This bug will lock you out of an element if someone has accessed one of the elements for review such as the Mission Statement. Other people will not be able to see it on the list until they have either (1) finished their work, or (2) clicked the cancel button and returned it to the queue.

III. Evaluation Presentation Process

Cynthia Olivo explained the process for teams to start presenting their evaluations to the Committee. The expectation was that 3 presentations would be made at the June 3rd meeting. However, after some discussion, it became apparent that the Committee was not ready to make presentations. The Committee agreed that the teams will meet on June 3rd and continue to work within their groups. At the June 10, 2011 meeting the Committee will review 3 evaluations. Each team will be given 30 minutes to make their presentation.

IV. For Your Information

The IEC agendas, meeting dates, and times are posted (at least 3 days before the meetings) on the Institutional Effectiveness Committee's web pages under "News and Events, Meetings and Agendas." Also, a paper copy of the agenda, meeting date, and time are posted on the Administrative Notice Board located on the west side of the C-Building in the Quad.

The meeting adjourned at 2:30 p.m.

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

March

Circadian

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18 – C217

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April

Circadian

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15 – Creveling

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May

Circadian

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June

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