

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, September 9, 2011**

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

<u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean, Counseling & Student Success Services Shelagh Rose, Languages Division <u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts Denise Carter, Assessment/SLS Crystal Kollross, Interim Dean, Institutional Planning & Research <u>FACULTY MEMBERS</u> Krista Goguen, Library Stephanie Fleming, Performing & Com. Arts Sonya Valentine, Natural Sciences Susan Briggs, CEC Terry Stoddard, Kinesiology Salomon Davila, E&T Linda Hintzman, Mathematics Division 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, Interim Manager for Program Review, Planning, and Enrollment Management <u>STUDENT</u> Matilde Retrespo
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The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Melanie Willhide, Visual Arts and Media Services	<u>EX-OFFICIO MEMBERS</u> Bob Miller, Vice President Educational Services
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Call to Order

Meeting called to order at 12:45 p.m.

Announcements

Dr. Olivo reminded the committee that the IEC website has documents and information that they can review and print out by going to the grey bar at Pasadena.edu, selecting About PCC - Planning and Research - Institutional Effectiveness Committee. Samples of documents that are relevant to the committee will be posted on the website as we find them.

Committee members should bring their laptops and iPads, etc. to the meetings. The 2011-12 College Catalog and the synopsis of the Educational Master Plan will be distributed to the Committee at the next meeting.

Introductions

Committee members introduced themselves.

Reconciliation Summary Presentations

- Hospitality Management
- Computer Information Systems

The Committee voted to accept the Hospitality Management Program Review . The presenter will continue the Reconciliation Summaries at the next meeting.

Study Session

The Committee discussed how they want to present reconciliation summaries. They emphasized that evaluators should include more positive language in their evaluations. One suggestion was to make the Reconciliation Summary available to the Committee before the meeting.

Adjournment

The meeting adjourned at 2:30 p.m.