

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, September 16, 2011**

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

<p><b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Jim Arnwine, Division Dn., Performing &amp; Com. Arts Denise Carter, Assessment/SLS Crystal Kollross, Interim Dean, Institutional Planning &amp; Research</p> <p><b><u>FACULTY MEMBERS</u></b> Krista Goguen, Library Shelagh Rose, Languages Stephanie Fleming, Performing &amp; Com. Arts Sonya Valentine, Natural Sciences Susan Briggs, CEC Terry Stoddard, Kinesiology Cecile Davis Anderson, Counseling Melanie Willhide, Visual and Arts &amp; Media Studies Jeong K. O, Health Sciences Division Otilio Perales, English Division</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC Wendy Lucko, E &amp; T Leticia Velez, DSP&amp;S</p> <p><b><u>RESOURCE EXPERTS</u></b> David Colley, Interim Manager for Program Review, Planning, and Enrollment Management</p> <p><b><u>STUDENT</u></b> Matilde Retrespo</p> <p><b><u>GUESTS</u></b> Matthew Jordan</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> David Uranga, Social Sciences Shelly Gaskin, Business &amp; Information Technology Linda Hintzman, Mathematics Division Salomon Davila, E &amp; T</p> <p><b><u>CO-CHAIR</u></b> Cynthia Olivo, Associate Dean, SLS</p>	<p><b><u>EX-OFFICIO MEMBERS</u></b> Bob Miller, Vice President Educational Services</p>
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### **Call to Order**

The meeting was called to order at 12:40 p.m.

### **Introductions**

Committee members introduced themselves.

### **Reconciliation Summary Presentations**

- Hospitality Management - By a majority vote, the Committee accepted the Hospitality Management Program Review and Evaluation.
- Computer Information Systems - By a majority vote, the Committee accepted the Computer Information Systems Program Review and Evaluation.

### **Study Session**

- A majority of committee members thought the Committee should send program reviews that lack important content back to the author. Ms. Rose said that she would confer with the other IEC co-chair and report back to the Committee.
- The Committee requested information about the college's program discontinuation policy.
- M. Jordan informed the Committee that two new sections, SLOs and Program Outcomes and Measures, have been added to TaskStream for 2011-12.
- The evaluation teams met during the last hour of the meeting.
- Ms. Rose asked that more Committee members join the leadership subcommittee that meets every other week for an hour. Melanie Willhide, Visual Arts & Media Studies and Matilde Retrespo, Associated Students volunteered.
- The 2011-12 catalog and the synopsis of the Educational Master Plan were distributed to the Committee.

### **Adjournment**

The meeting adjourned at 2:30 p.m.