

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, SEPTEMBER 30, 2011
Circadian**

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean, SLS Shelagh Rose, Languages Division</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts Crystal Kollross, Interim Dean, Institutional Planning & Research</p> <p><u>FACULTY MEMBERS</u> Krista Goguen, Library Sonya Valentine, Natural Sciences Susan Briggs, CEC Linda Hintzman, Mathematics Division Cecile Davis Anderson, Counseling Melanie Willhide, Visual and Arts & Media Studies Jeong K. O, Health Sciences Division Otilio Perales, English Division Salomon Davila, E & T Terry Stoddard, Kinesiology Jamal Ashraf, Business & Computer Technology</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSP&S</p> <p><u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst</p> <p><u>STUDENT</u> Matilde Retrespo</p> <p><u>GUESTS</u> Edward Martinez, President, Academic Senate</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> David Uranga, Social Sciences Shelly Gaskin, Business & Information Technology Stephanie Fleming, Performing & Com. Arts</p> <p><u>MANAGERS</u> Denise Carter, Assessment/SLS</p>	<p><u>EX-OFFICIO MEMBERS</u> Bob Miller, Vice President Educational Services</p>
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The meeting convened at 12:35 p.m.

Introductions

The committee members and guest(s) introduced themselves.

Institutional Effectiveness Committee Policy Review

The Committee reviewed District Policy #2560. The Committee was directed to the following items in the document:

- M – “Make recommendations, based on program review evaluation results for the development or revision of college policies and procedures to the appropriate governance groups” and
- K – “Forward IEC educational program and curriculum recommendations to the college’s Curriculum and Instruction Committee.”

Both items clearly state that the IEC makes a “recommendation” to the appropriate group(s).

Ed Martinez

E. Martinez informed the Committee that the District does have a policy on program discontinuance (policy #3210). This policy is currently being revised. He said the policy, as it is now, is definitely a work in progress. The District will be asking the IEC for their input.

Team 3: Reconciliation Summary Review (Journalism, BIT)

Team 3 presented the Journalism reconciliation summary. The Committee discussed the summary. The Committee agreed that the kind of information that they want in the background of the program reviews should be added to the rubric. They agreed that the leadership group would work on the rubric. The committee by a majority vote accepted the Journalism Program Review and Reconciliation Summary.

Team 3 will continue their presentation at the next meeting.

Open

The Committee reviewed the minutes for September 9, 16, and 23rd. The Committee agreed that no content from the discussion of the reconciliation summaries should be in the minutes. Only items that pertain to the process and the action items should be included in the minutes. Therefore, the Committee, by a majority vote, approved the minutes of September 23rd. The minutes of September 9th, and 16th will be revised and voted-on at another meeting.

The meeting adjourned at 2:30 p.m.