

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, October 7, 2011  
IT212**

The following Institutional Effectiveness Committee members and guests were present:

<p><b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division</p> <p><b><u>FACULTY MEMBERS</u></b> Stephanie Fleming, Performing &amp; Com. Arts Krista Goguen, Library Sonya Valentine, Natural Sciences Susan Briggs, CEC Linda Hintzman, Mathematics Division Cecile Davis Anderson, Counseling Melanie Willhide, Visual and Arts &amp; Media Studies Salomon Davila, E &amp; T Lynora Rogacs, Social Sciences Division</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC Wendy Lucko, E &amp; T</p> <p><b><u>GUESTS</u></b> Matthew Jordan, Coordinator Assessment/C&amp;I Sheri Stoddard for Terry Stoddard</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> Terry Stoddard, Kinesiology Shelly Gaskin, Business &amp; Information Technology Jamal Ashraf, Business &amp; Computer Technology Otilio Perales, English Division Jeong K. O, Health Sciences Division</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Denise Carter, Assessment/SLS Jim Arnwine, Division Dn., Performing &amp; Com. Arts Crystal Kollross, Interim Dean, Institutional Planning &amp; Research</p> <p><b><u>CO-CHAIRS</u></b> Cynthia Olivo, Associate Dean, SLS Counseling</p>	<p><b><u>EX-OFFICIO MEMBERS</u></b> Bob Miller, Vice President Educational Services</p> <p><b><u>STUDENT</u></b> Matilde Retrespo</p> <p><b><u>RESOURCE EXPERTS</u></b> David Colley, Interim, Enrollment Manager, Planning Analyst</p>
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The meeting convened at 12:40 p.m.

### **Reconciliation Summary Presentations**

Team #3 completed their evaluation of the Journalism and BIT Program Reviews. The committee by a majority vote accepted the Journalism Program Review and Reconciliation Summary. The committee by a majority vote accepted the BIT Program Review and Reconciliation Summary.

### **Summary of Discussion**

The Committee discussed several issues. Some of their recommendations are:

- That the District implement tracking of units accumulated for certificate completion.
- That some kind of workshop be created to educate the campus on how the certificate process works.
- That the rubric has been revised; those using the rubric for program reviews due 2010-11 should use the previous version. Going forward, program reviews due in 2011-12 should use the new version of the rubric.

S. Rose will send the current version of the rubric to the Committee.

### **Matt Jordan**

Told the Committee that he was working with areas to setup different pilot groups; they will learn how to produce data to share with the divisions. If anyone is interested, he would coordinate with your division and schedule the meetings.

### **Adjournment**

The meeting adjourned at 2:35 p.m.