

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, October 14, 2011
Circadian**

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><u>MANAGEMENT MEMBERS</u> Denise Carter, Assessment/SLS Jim Arnwine, Division Dn., Performing & Com. Arts Joe Futtner, Dean, Visual Arts & Media Services</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Krista Goguen, Library Sonya Valentine, Natural Sciences Linda Hintzman, Mathematics Division Cecile Davis Anderson, Counseling Lynora Rogacs, Social Sciences Division</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSP&S</p> <p><u>STUDENT MEMBERS</u> Matilde Retrespo</p> <p><u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst</p> <p><u>GUESTS</u> Sherri Stoddard for Terry</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> Terry Stoddard, Kinesiology Jamal Ashraf, Business & Computer Technology Otilio Perales, English Division Jeong K. O, Health Sciences Division Melanie Willhide, Visual and Arts & Media Studies Salomon Davila, E & T Otilio Perales, English Division Susan Briggs, CEC</p>	<p><u>MANAGERS</u> Crystal Kollross, Interim Dean, Institutional Planning & Research</p>
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Call to Order

C. Olivo convened the meeting at 12:30 p.m. in the Circadian.

Reconciliation Summary Presentations

Team #1 -- presented the Library Technology Reconciliation Summary. The committee voted to accept the Library Technology Program Review and Reconciliation Summary. K. Goguen abstained.

Team #5 -- presented the Dental Assisting Reconciliation Summary. The committee voted to accept the Dental Assisting Program Review and Reconciliation Summary.

A committee member recommended that, in the Reconciliation Summary, the committee make the distinction between team members evaluating the program reviews and the authors of the program review, (i.e. reviewer/author). The committee agreed that the language should be put in the glossary, the process, or both. The committee also talked about clarifying what will count as "diversity." They will continue the discussion of "diversity" at a future meeting.

Study Session

The committee discussed problems when working with TaskStream. Specifically, when you're on TaskStream someone can boot you off. D. Colley explained how he could fix the problem. Someone asked why the SLOs are not on WebCMS? C. Olivo suggested they contact C. Kollross to see if they can address their question through Institutional Planning and Research.

Future Agenda Items

Team #2 will present at the October 21 meeting.

Adjournment

The meeting adjourned at 2:30 p.m.

Recorded by: Beverly W. Tillman