

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, November 4, 2011
Circadian**

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean Counseling & Student Success Services Shelagh Rose, Languages Division</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts Joe Futtner, Division Dn., Visual Arts & Media Services</p> <p><u>FACULTY MEMBERS</u> Krista Goguen, Library Melanie Willhide, Visual and Arts & Media Studies Otilio Perales, English Division Salomon Davila, E & T Stephanie Fleming, Performing & Com. Arts Linda Hintzman, Mathematics Division Susan Briggs, CEC Jeong K. O, Health Sciences Division</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>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 Sonya Valentine, Natural Sciences Crystal Kollross, Interim Dean, Institutional Planning & Research Lynora Rogacs, Social Sciences Jamal Ashraf, Business & Computer Technology</p>	<p><u>MANAGERS</u> Denise Carter, Assessment/SLS</p> <p><u>STUDENT</u> Matilde Retrespo, AS</p>
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Call to Order

C. Olivo called the meeting to order at 12:36 p.m. in the Circadian.

Reconciliation Summary Presentation - Team #1: Cosmetology

The Cosmetology Reconciliation Summary was presented. The committee agreed to accept the Cosmetology Program Review and Reconciliation Summary.

Leadership Report

C. Olivo told the committee that the leadership committee is working on the letter to present to the program review authors. The letter would thank them, give a bullet list of points of what was found in their review, request that they revisit their program review in specific areas, and direct them to resources where they can get help with their program review.

Future Agenda Items

- November 18th - Product Design Reconciliation Summary and possibly Photography.
- The glossary

Adjournment

The meeting adjourned at 2:15 p.m.

Recorded by: Beverly W. Tillman