

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, October 21, 2011  
Creveling**

The following Institutional Effectiveness Committee members and guests were present:

<b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division  <b><u>FACULTY MEMBERS</u></b> Stephanie Fleming, Performing & Com. Arts Krista Goguen, Library Sonya Valentine, Natural Sciences Linda Hintzman, Mathematics Division Cecile Davis Anderson, Counseling Melanie Willhide, Visual Arts & Media Studies Salomon Davila, E & T Otilio Perales, English Division Lynora Rogacs, Social Sciences Division Jeong K. O, Health Sciences Division  <b><u>MANAGEMENT MEMBERS</u></b> Jim Arnwine, Division Dn., Performing & Com. Arts Crystal Kollross, Interim Dn., Institutional Planning & Research Joe Futtner, Division Dn., Visual Arts & Media Services	<b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC Wendy Lucko, E & T Leticia Velez, DSP&S  <b><u>STUDENT MEMBERS</u></b> Matilde Retrespo  <b><u>RESOURCE EXPERTS</u></b> David Colley, Interim, Enrollment Manager, Planning Analyst  <b><u>GUESTS</u></b> Matthew Jordan, Coordinator Assessment/C&I
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The following Institutional Effectiveness Committee members were absent:

<b><u>FACULTY MEMBERS</u></b> Terry Stoddard, Kinesiology Shelly Gaskin, Business & Information Technology Jamal Ashraf, Business & Computer Technology Susan Briggs, CEC  <b><u>CO-CHAIRS</u></b> Cynthia Olivo, Associate Dean, SLS Counseling	<b><u>MANAGEMENT MEMBERS</u></b> Denise Carter, Assessment/SLS
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**Call to Order**

S. Rose convened the meeting at 12:40 p.m. in Creveling Lounge.

**Announcements**

The co-chair asked which teams were ready to present. Team #2 said they would be ready to present on November 18.

**Salomon Davila Presentation**

S. Davila's presentation took the committee through the steps needed to acquire a Certificate of Achievement Designation through the Chancellor's Office. A program must have 18 units or 12 units (under special circumstances). He explained the Chancellor's list of critical criteria. See Power Point Presentation PDF (attached).

**Study Session**

The committee broke into their teams.

**Adjourned**

The meeting adjourned at 2:30 p.m.

Recorded by: Beverly W. Tillman