

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, October 28, 2011
Circadian**

The following Institutional Effectiveness Committee members and guests were present:

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

S. Rose called the meeting to order at 12:36 p.m. in the Circadian.

Approval of Minutes

The committee approved the minutes of the September 9, 2011 and September 16, 2011 meetings.

Reconciliation Summary Presentation – Team 3: Medical Assisting

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

Study Session

- L. Velez asked what is PCC's definition of diversity? A brief discussion followed. The committee agreed that the subject of "diversity" would be worth further discussion at a future meeting.
- K. Goguen suggested that a report to the committee on the status of the program reviews that have come through the IEC would be helpful. S. Rose responded that the subject would be discussed at a leadership meeting and would be placed under, "Leadership Report," on a future agenda.
- The committee discussed the problems presented when a team member is no longer there. They discussed setting up an alternate team leader/member. The committee agreed that this topic should be put on a future agenda.
- The committee discussed the glossary and decided that it would be helpful for the whole committee to work with the glossary.
- The status of the updated rubric was discussed. S. Rose will send the new version of the rubric to the committee before next Friday's meeting.
- Team 1 will present the Cosmetology Reconciliation Summary at the November 4 meeting.

Announcements

The deadline for the AA major program reviews is March 15, 2012.

Future Agenda Items

- The committee's definition of diversity.
- Report on the status of program reviews
- Problems presented when a team member leaves

Adjournment

The meeting adjourned at 1:20 p.m.

Recorded by: Beverly W. Tillman