

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
APRIL 6, 2012
Room C111**

The following Institutional Effectiveness Committee members and guests were present:

<u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean, SLS Counseling Shelagh Rose, Languages Division <u>FACULTY MEMBERS</u> Salomon Davila, Engineering & Technology Cecile Davis Anderson, Counseling Lynora Rogacs, Social Sciences Stephanie Fleming, Performing & Com. Arts Melanie Willhide, Visual Arts & Media Studies Jeong K. O, Health Sciences Division Sonya Valentine, Natural Sciences Otilio Perales, English Division Jamal Ashraf, Business & Computer Technology <u>MANAGEMENT MEMBERS</u> Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management Jim Arnwine, Division Dn., Performing and Com. Arts Joe Futtner, Division Dn., Visual Arts and Media Studies	<u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Leticia Velez, DSP&S Wendy Lucko, Engineering & Technology (30 min.) <u>STUDENT MEMBERS</u> Matilde Retrespo <u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst <u>GUESTS</u> Sheri Stoddard for Terry Matthew Jordan, C&I
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The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> Krista Goguen, Library Terry Stoddard, Kinesiology Susan Briggs, CEC	
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CALL TO ORDER

C. Olivo convened the meeting at 12:40 p.m. in Room C111.

INTRODUCTIONS

The committee members introduced themselves.

ANNOUNCEMENTS

The next groups scheduled for program review are the AA Majors and Areas of Emphasis.

OBSERVATIONS

C. Olivo shared her observations of how the program review experience has influenced the faculty when they are making decisions about their programs. She has seen faculty who have done program review come through C&I with clean-ups and curriculum revisions. She asked committee members to share their observations. A discussion followed. **S. Stoddard** told the committee that we should make it clear to the faculty that we are here to help them achieve their goals; not to tear them down. **D. Colley** encouraged the committee to put C. Olivo's observations of faculty who have gone through program review and through C&I into some type of report. We could then say these are the number of courses/programs that have been altered because they went through program review.

RECONCILIATION SUMMARIES

Photography - The Photography Reconciliation Summary was presented. The Photography Reconciliation Summary and Program Review were voted on and approved unanimously.

FLEX DAY

C. Olivo moved the Flex Day discussion to the April 13, 2012 meeting. She told the committee that we need to make a presentation that is really appealing and innovative.

RUBRIC

The committee discussed revisions to the current rubric. They focused on the curriculum map, the student learning outcomes, and the program responsiveness sections of the rubric. These sections were added since the committee last voted on the rubric. S. Rose will incorporate the revisions into the rubric.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Recorded By: Beverly W. Tillman