

**PASADENA CITY COLLEGE  
INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MINUTES  
FRIDAY, APRIL 27, 2012  
Room C233**

**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> Salomon Davila, Engineering & Technology Krista Goguen, Library Sonya Valentine, Natural Sciences Susan Briggs, CEC Cecile Davis Anderson, Counseling Lynora Rogacs, Social Sciences Otilio Perales, English Division Stephanie Fleming, Performing & Com. Arts Jamal Ashraf, Business & Computer Technology Melanie Willhide, Visual Arts & Media Studies  <b><u>MANAGEMENT MEMBERS</u></b> Joe Futtner, Division Dn. Visual Arts and Media Studies Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management	<b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC 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> Sheri Stoddard for Terry
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**The following Institutional Effectiveness Committee members were absent:**

<b><u>FACULTY MEMBERS</u></b> Terry Stoddard, Kinesiology Jeong K. O, Health Sciences Division  <b><u>CLASSIFIED STAFF MEMBERS</u></b> Wendy Lucko, Engineering & Technology	<b><u>CO-CHAIRS</u></b> Cynthia Olivo, Associate Dean, SLS Counseling  <b><u>MANAGEMENT MEMBERS</u></b> Jim Arnwine, Division Dn. Performing & Com Arts
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S. Rose convened the meeting at 12:41 p.m. in Room C233.

**INTRODUCTIONS/ANNOUNCEMENTS**

The committee members introduced themselves.

**S. Rose** asked the committee to review the list of Reconciliation Summaries. Digital Media, Business, and Culinary Arts Reconciliation Summaries will be presented at the May 4, 2012 meeting. Graphic Communications will be presented at the May 11, 2012 meeting. **K. Goguen** pointed out that the information about the number of people notified (in reference to the list of reconciliation summaries) was not listed. **D. Colley** suggested that a spreadsheet be kept which list the program reviews and reconciliation summaries received, the reconciliation summaries presented and released, and the

notification information. That way the committee would have a snapshot of useful information. **K. Goguen** suggested that the IEC adopt the C&I model where different divisions are assigned a certain timeframe to interact with the committee. Consensus was that the committee would consider that option for next year.

#### **RECONCILIATION SUMMARY – Accounting**

The Accounting Reconciliation Summary was presented. The committee voted on and unanimously approved the Accounting Reconciliation Summary and Program Review.

The committee discussed the importance of collaboration when doing the program reviews. **S. Fleming** suggested that we might put a section in the program review that asks authors to assess the level of collaboration when doing their plans. **L. Velez** suggested that we use the same method of signing off that our evaluation teams use in TaskStream. **C. Kollross** said that she would discuss the sign-off possibilities in TaskStream with D. Colley and get back to the committee. .

#### **CLARIFY DIVERSITY DISCUSSION**

The discussion of diversity was moved to the May 4, 2012 meeting agenda.

#### **RUBRIC**

The committee discussed the rubric and incorporated the revisions. They voted on and unanimously accepted the new rubric. They also agreed that the new rubric will be given to newly assigned program reviews and sent out with the letters to authors and deans. **S. Davila** suggested that the committee consider setting a regular schedule to revise/review the rubric. **K. Goguen** suggested that the review could be done at the end of a cycle or the end of the semester.

#### **ADJOURNMENT**

The meeting adjourned at 1:30 p.m. The evaluation teams broke into their individual groups.

**Recorded By:** Beverly W. Tillman