

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
MAY 4, 2012
Room C233**

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 Krista Goguen, Library Susan Briggs, CEC Cecile Davis Anderson, Counseling Lynora Rogacs, Social Sciences Stephanie Fleming, Performing & Com. Arts Melanie Willhide, Visual Arts & Media Studies Terry Stoddard, Kinesiology <u>MANAGEMENT MEMBERS</u> Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management	<u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Leticia Velez, DSP&S <u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst <u>GUESTS</u> Sheri Stoddard, Kinesiology Matthew Jordan, C&I
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The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> Jeong K. O, Health Sciences Division Sonya Valentine, Natural Sciences Otilio Perales, English Division Jamal Ashraf, Business & Computer Technology <u>CLASSIFIED STAFF MEMBERS</u> Wendy Lucko, Engineering & Technology	<u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn. Performing & Com Arts Joe Futtner, Division Dn. Visual Arts and Media Studies <u>STUDENT MEMBERS</u> Matilde Retrespo
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CALL TO ORDER

C. Olivo convened the meeting at 12:41 p.m. in Room C233.

INTRODUCTIONS

The committee members introduced themselves.

ANNOUNCEMENTS

S. Rose informed the committee that the Leadership Group had decided that to reach people who would be doing a program review in the fall, we would post the new rubric on the IEC website and the Pulse. A copy of the new rubric would also be forwarded to all IEC committee members so that they can send it to the faculty in their areas. **D. Colley** told the committee that, when they are ready, he would put the new rubric into TaskStream so that it could be used to score the Program Reviews. A question arose as to

whether there are certificate programs that have not submitted a program review. **D. Colley** responded that there are certificate programs that have not submitted a program review. **C. Olivo** requested a list of those certificate programs. **D. Colley** said that he would run that list.

APPROVAL OF MINUTES

The April 13, 2012 and April 27, 2012 minutes were approved with revisions.

RECONCILIATION SUMMARIES

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

Business Administration - The Business Administration Reconciliation Summary was presented. Based on the Reconciliation Summary the committee voted unanimously to request that the Business Administration Program Review be rewritten and submitted again in 6 months.

CLARIFY WHAT THE IEC WILL COUNT AS DIVERSITY

The committee discussed what the IEC would count as diversity. C. Kollross was asked to find out what data PCC collects to see if we can provide more definition to what the IEC considers as diversity.

FUTURE AGENDA ITEMS

- Update the Glossary
- Update the Process
- Prepare the committee for version 3.0 of IEC (Teams going out to do site visits). To prepare, field trips will be scheduled on campus for IEC to go and observe a few centers of excellence. The committee will go to the Bio Studio in the Natural Sciences Building and the Fab Lab. These activities will occur approximately 2 weeks from today.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Recorded By: Beverly W. Tillman

Future Meetings: May 11, 18, 25 – Room C233
June 1, 8 – Room C233