

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
MAY 11, 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 Melanie Willhide, Visual Arts & Media Studies Sonya Valentine, Natural Sciences Jamal Ashraf, Business & Computer Technology Jeong K. O, Health Sciences Division <u>MANAGEMENT MEMBERS</u> Joe Futtner, Division Dn. Visual Arts and Media Studies	<u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC <u>STUDENT MEMBERS</u> Matilde Retrespo <u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst <u>GUEST</u> No Guest
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The following Institutional Effectiveness Committee members were absent:

<u>FACULTY MEMBERS</u> Otilio Perales, English Division Terry Stoddard, Kinesiology Stephanie Fleming, Performing & Com. Arts <u>CLASSIFIED STAFF MEMBERS</u> Wendy Lucko, Engineering & Technology Leticia Velez, DSP&S	<u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn. Performing & Com Arts Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management
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CALL TO ORDER

S. Rose convened the meeting at 12:39 p.m. in Room C233.

INTRODUCTIONS

The committee members introduced themselves.

ANNOUNCEMENTS

S. Davila - received a SASI Award to teach basic skills math and English. He is using the award to teach basic skills in math through project building. The students are working on a variety of design projects that can be purchased for a small donation. Welding and EDT have been submitted in TaskStream and are ready for the IEC to evaluate. Machine Shop will be completed today.

K. Goguen - the C&I committee has expedited course approval. Courses that are approved in the spring can be offered in the fall instead of having to wait an entire year.

S. Briggs - CANVAS has replaced Blackboard. Faculty should be receiving an announcement with details about the next workshop.

S. Rose - last week, she and M. Jordan made a power point presentation on program review to the Performing and Communication Arts Division. The same power point presentation can be used for presentations to other

divisions. IEC members should let anyone in their division, who is working on a program review; know that we will do a presentation upon request.

APPROVAL OF MINUTES

The April 6, 2012 and May 4, 2012 minutes were voted on and approved.

RECONCILIATION SUMMARIES

Graphic Communications - The Graphic Communications Reconciliation Summary was presented. Based on the Reconciliation Summary, the committee voted on and approved the Graphic Communications Program Review and Reconciliation Summary with the recommendation that it be submitted again in 6 months to deal with program responsiveness and to include relevant data.

Culinary Arts – Was not presented. The Program Review was returned to the author because the components, outcomes and measures section was not included.

LEADERSHIP REPORT

Letters from the IEC will go out from an IEC email account to the deans and the authors.

IEC website: Update the site - add sample mission statement, explain TMOs, SMOs, outcomes, and outputs.

IEC will do related workshops on flex day. C. Altamirano, K. Goguen volunteered to help update the IEC website – edited documents will be sent to B. Tillman to post to the website.

New Team Assignments

Team 2 – Welding

Team 3 – Machine Shop

Team 5 – Engineering Design Technology

TRACKING PROCESS

D. Colley explained the tracking document located in the drop box. The committee added the following categories: resubmit date, due date, and did submit.

FUTURE AGENDA ITEMS

- Provide faculty/staff a tool to help see if their program is viable/create a viability score card
- Reconciliation Summary Presentations- RadTech and Paralegal – May 25, 2012
 - 2 reconciliation summary presentations on June 1st – Welding, EDT
 - 2 reconciliation summary presentations on June 8th – Machine Shop +1

ADJOURNMENT

The meeting adjourned at 2:20 p.m.

Recorded By: Beverly W. Tillman

Future Meetings: May 18, 2012 – Field Trip to the Bio Lab and the FAB Lab
May 25 – Room C233
June 1, 8 – Room C233