

**PASADENA CITY COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
MINUTES
FRIDAY, May 25, 2012
Room C233**

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Krista Goguen, Library Sonya Valentine, Natural Sciences Susan Briggs, CEC Cecile Davis Anderson, Counseling Salomon Davila, E & T Lynora Rogacs, Social Sciences Division Otilio Perales, English Division Jeong K. O, Health Sciences Division Melanie Willhide, Visual and Arts & Media Studies</p> <p><u>MANAGEMENT MEMBERS</u> Crystal Kollross, Interim Dean, Institutional Planning & Research Joe Futtner, Division Dn., Visual Arts and Media Studies Division</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Leticia Velez, DSP&S</p> <p><u>STUDENT</u> Matilde Retrespo</p> <p><u>RESOURCE EXPERTS</u> David Colley, Interim, Enrollment Manager, Planning Analyst</p> <p><u>GUESTS</u> Matthew Jordan Zoe Wu, Languages Division</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> Terry Stoddard, Kinesiology Jamal Ashraf, Business & Computer Technology</p> <p><u>MANAGEMENT MEMBERS</u> Jim Arnwine, Division Dn., Performing & Com. Arts Division</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Wendy Lucko, E&T</p>
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CALL TO ORDER

C. Olivo convened the meeting at 12:35 p.m. in Room C233.

INTRODUCTIONS

The committee members introduced themselves.

ANNOUNCEMENTS

Matilde Retrepo, Associated Students Representative, will be attending UCLA in the fall.

APPROVAL OF MINUTES

The committee approved the minutes of the May 11, 2012 meeting.

RECONCILIATION SUMMARY

The Radiologic Technology Reconciliation Summary was presented. The Radiologic Technology Reconciliation Summary and Program Review was voted on and approved unanimously.

LEADERSHIP REPORT

Debrief of Field Trip - The committee discussed the field trip to the Bio Lab and the FAB Lab on May 18, 2012. **C. Olivo** told the committee that the purpose of the field trip was to identify centers of excellence and different pedagogy. Although the entire committee went on this field trip; the actual site visits will be done by the Evaluation Teams. However, **D. Colley** suggested that when a new center of excellence is identified the entire IEC should go on the field trip. **S. Rose** reminded the committee that they had discussed the idea of incorporating the centers of excellence into a Flex Day professional learning opportunity. **S. Fleming** asked the committee to think about how the programs that don't have something as interesting as a lab would handle a site visit. She encouraged the committee to create some criteria or guidelines that can be given to the programs so that they have an idea of what we want to see on a site visit.

IEC Version 2.0 – The committee confirmed that they will go to IEC Version 2.0 beginning in the fall Semester (details below). We will meet the second week of the semester.

- The IEC would meet formally twice a month. There would be a closed study session and an open session.
- At the study session the evaluation teams would present their reconciliation summaries, the committee would get its business in order, and prepare for the open session.
- At the open session the authors and deans would come in and the evaluation teams would present a brief synopsis of the reconciliation summaries.
- If a committee member misses 2 consecutive meetings (unexcused) in a semester the IEC would ask the committee member's shared governance group for a new representative.
- Some study sessions may be scheduled for 3 hours.

C. Altamirano suggested that the committee ask the deans (who attend the open meetings) to clarify the information they want from the IEC and that the open meeting not be without some parameters. The leadership group will discuss how the open meetings are conducted (i.e. develop questions, guidelines, etc.).

Determine Centers of Excellence - The committee discussed how to acquire information that would help determine a center of excellence.

ADJOURNMENT

The meeting adjourned at 2:28 p.m.

Recorded By: Beverly W. Tillman