

**INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**June 8, 2012 - Room C233**  
**MINUTES**

The following Institutional Effectiveness Committee members and guests were present:

<p><b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><b><u>FACULTY MEMBERS</u></b> Stephanie Fleming, Performing &amp; Com. Arts Krista Goguen, Library Susan Briggs, CEC Salomon Davila, E &amp; T Cecile Davis Anderson, Counseling Sonya Valentine, Natural Sciences Jeong K. O, Health Sciences Division Melanie Willhide, Visual and Arts &amp; Media Studies</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Joe Futtner, Division Dn., Visual Arts and Media Studies Division Jim Arnwine, Division Dn., Performing &amp; Com. Arts Division Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC Leticia Velez, DSP&amp;S</p> <p><b><u>RESOURCE EXPERTS</u></b> David Colley, Interim, Enrollment Manager, Planning Analyst</p> <p><b><u>GUESTS</u></b> Sheri Stoddard for Terry Stoddard</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> Terry Stoddard, Kinesiology Otilio Perales, English Division Jamal Ashraf, Business &amp; Computer Technology Lynora Rogacs, Social Sciences Division</p>	<p><b><u>STUDENT MEMBER</u></b> Matilde Retrespo</p> <p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Wendy Lucko, E &amp; T Division</p>
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**CALL TO ORDER**

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

**INTRODUCTIONS**

Committee members introduced themselves

**ANNOUNCEMENTS**

The final date to submit program reviews for CTE Certificates is September 1, 2012.

### **APPROVAL OF MINUTES**

The committee approved the March 2, 2012, March 9, 2012, and June 1, 2012 minutes.

### **RECONCILIATION SUMMARY**

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

A question was raised about the accuracy of the "Program Review Completion Date" heading on the Reconciliation Summary Form. It was explained that the correct heading should be "IEC Review Date." The form will be revised.

### **LEADERSHIP REPORT**

**S. Rose** suggested that the IEC setup regular meetings with the students. She said that based on activities at a recent BOT meeting the students are not getting all the information available to them through a variety of groups. Perhaps the IEC could meet with the students twice a semester.

**S. Rose** reported on the 3CSN Leadership Institute Conference that she and Carrie Starbird attended. She shared several topics with the Committee:

- Attendees participated in an exercise (using assist.org) which involved comparing PCC's degree and transfer requirements to offerings that are required by transfer colleges. This brought out the issue of how enrollment management must consider the needs of the students who are transferring.
- "Habits of Mind," is a list of 16 behaviors common to successful students. Some colleges have made an effort to integrate these into their courses.
- "Reading Apprenticeship," is based on the idea that teachers of other disciplines can't expect an English/reading teacher to teach students how to read all discipline specific textbooks, documents, etc. Disciplinary experts must teach their students how to read the subject matter in their academic disciplines.
- "Acceleration," large research studies inside and outside California have established that the more levels of developmental courses a student must take, the less likely the student is to ever complete college courses in English and Math.

### **ADJOURNMENT**

The meeting adjourned at 2:10 p.m.

**Recorded By:** Beverly W. Tillman