

INSTITUTIONAL EFFECTIVENESS COMMITTEE

October 12, 2012 – C233

12:30 P.M.

MINUTES

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Cynthia Olivo, Associate Dean, SLS Counseling</p> <p><u>FACULTY MEMBERS</u> Salomon Davila, E & T Sonya Valentine, Natural Sciences Otilio Perales, English Division Jamal Ashraf, Math & Computer Sciences Carla Christensen, Health Sciences Cecile Davis Anderson, Counseling Dan Raddon, Business & Computer Technology Stephanie Fleming, Performing & Com. Arts Krista Goguen, Library</p> <p><u>MANAGEMENT MEMBERS</u> Joe Futtner, Division Dn., Visual Arts and Media Studies Division Jim Arnwine, Division Dn., Performing & Com. Arts Division Crystal Kollross, Interim Director, Institutional Effectiveness and Enrollment Management</p>	<p><u>RESOURCE EXPERT</u> Matt Jordan, Assessment Coordinator David Colley, Interim, Enrollment Manager, Planning Analyst</p> <p><u>GUESTS</u> Sheri Stoddard for Terry Stoddard</p>
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The following Institutional Effectiveness Committee members and experts were absent:

<p><u>FACULTY MEMBERS</u> Terry Stoddard, Kinesiology Carla Christensen, Health Sciences Andrea Murray, Social Sciences</p> <p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division</p>	<p><u>STUDENT MEMBERS</u> Simon Fraser, Associated Students, President</p> <p><u>CLASSIFIED STAFF MEMBERS</u> Javier Carbajal-Ramos, TLC Jeff Hupp, Counseling Services</p>
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CALL TO ORDER

C. Olivo convened the meeting at 12:40 p.m. in Room C233.

INTRODUCTIONS

Committee members introduced themselves.

WELDING PROGRAM REVIEW

The committee continued their discussion of the Welding Program Review. The author(s) of the Welding Program Review will be invited to the next meeting.

RUBRIC – Add Distance Education Language

The committee decided that the distance education language would be added to the Components, Outcomes and Measures section of the Rubric. This change would apply to the 2012-13 program review cycle.

EVALUATION OF PROGRAM REVIEWS - Majors

The IEC Leadership Council will meet and decide what majors each team will evaluate.

ASSESS INSTITUTIONAL EFFECTIVENESS

C. Olivo asked the Committee to rate PCC's institutional effectiveness level on a scale of 1-5. Focusing on how we can improve institutional effectiveness and how we can evaluate our own procedures. The Committee broke into teams.

TEAM RESPONSES

C. Olivo - We should do a self-evaluation based on accreditation standards and what they require of program reviews; also, the Statewide Academic Senate group that indicates what we should be doing in program review which is linking to curriculum review, budget processes, educational planning, unit plans, accreditation, student equity and basic skills initiatives. We would create our own self-evaluation; then look at the data and create an improvement plan for ourselves before we would go to an outside source.

S. Fleming – We should look at the program review cycle. She saw a presentation where one group evaluates majors, another group does CTE, and another group does administrative units, etc. Each of the groups specializes in each area. That way all of the program reviews are in different cycles and we are continuously receiving data.

S. Davila – Develop reports based on the EMP measures. Develop a cycle towards informing PARC support and resource allocation and programs. How do we measure improvements from the IEC recommendations? Formalize the link from IEC to budget resource allocation, curriculum and Instruction, and other areas of the College. How is IEC assessing itself? Are we doing what we said we would do? Are the recommendations addressing the College goals?

M. Jordan – Identified that we have made some small progress in outcomes assessment. We need better communication to faculty and deans about what they are supposed to be doing as regards outcomes assessment. A learning assessment committee is being created that would have representatives from each division. A mission statement is being written. Need to discuss how we can support faculty in doing outcomes assessment and how we can support communication about what are the expectations.

ADJOURNED

The meeting adjourned at 2:33 p.m.

NEXT MEETING

October 26, 2012 - Circadian

Recorded By: Beverly W. Tillman