

INSTITUTIONAL EFFECTIVENESS COMMITTEE
October 26, 2012 – Circadian
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 Shelagh Rose, Languages Division</p> <p><u>FACULTY MEMBERS</u> Salomon Davila, E & T Sonya Valentine, Natural Sciences Carla Christensen, Health Sciences Cecile Davis Anderson, Counseling Dan Raddon, Business & Computer Technology Stephanie Fleming, Performing & Com. Arts Krista Goguen, Library Carla Christensen, Health Sciences Andrea Murray, Social Sciences</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>CLASSIFIED STAFF MEMBERS</u> Javier Carbajal-Ramos, TLC</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 Jamal Ashraf, Math & Computer Sciences Otilio Perales, English Division</p>	<p><u>STUDENT MEMBERS</u> Simon Fraser, Associated Students, President</p> <p><u>CLASSIFIED STAFF MEMBERS</u> Jeff Hupp, Counseling Services</p>
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CALL TO ORDER

C. Olivo convened the meeting at 12:42 p.m. in the Circadian.

INTRODUCTIONS

Committee members introduced themselves.

APPROVAL MINUTES – The committee approved the minutes of the October 5, 2012 and October 12, 2012 meetings.

OVERVIEW OF WELDING

The co-chairs gave an overview of the Welding Program Review. The Welding Program Review was voted on and approved unanimously. The author asked questions and received feedback from the committee.

PROGRAM REVIEW TEAM ASSIGNMENTS

Team 1 – Business, German

Team 2 – Chinese, Speech Communication

Team 3 – Communication, Natural Sciences

Team 4 – Gender, Ethnicity, Multicultural Studies, Humanities

Team 5 – Engineering and Technology, Social & Behavioral Sciences

To help Committee members adjust to working with the “Majors” program reviews the Committee will read the English and Spanish Program Reviews together. Committee members should read the English Program Review before the November 2, 2012 meeting. D. Colley will create a link to the documents in Task Stream.

GROUP REVIEW (Machine Shop)

The Committee went through the Machine Shop Program Review in Task Stream. The Mission Statement for Machine Shop was not available; however, the Committee was able to view the English Literature and Speech Mission Statements. New members were informed that they would be able to view the rubric as they are doing the evaluation in Task Stream. Also, team mates and other committee members could answer their questions. Dave Colley is the contact person for Task Stream.

REVISED POLICY NO. 2560

The Committee will review and vote-on the revised Policy No. 2560 at the next meeting.

ADJOURNED

The meeting adjourned at 2:36 p.m.

NEXT MEETING

November 2, 2012

Recorded By: Beverly W. Tillman