

INSTITUTIONAL EFFECTIVENESS COMMITTEE
September 6, 2013
12:30 P.M. - CIRCADIAN
MINUTES

The following Institutional Effectiveness Committee members and experts were present:

<p><u>CO-CHAIRS</u> Matthew Jordan, Interim, Associate Dean General Education and Program Review Shelagh Rose, Languages Division</p> <p><u>MANAGEMENT MEMBERS</u> Salomon Davila, Dean, CTE Cynthia Olivo, Associate Dean Counseling Jim Arnwine, Dean, Performing and Communication Arts Joe Futtner, Dean, Visual Arts and Media Studies</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Otilio Perales, English Division Marie McClendon, Mathematics Division Terry Stoddard, Natural Sciences Deborah Bird, Engineering & Technology Andrea Murray, Social Sciences Dan Raddon, Business & Computer Technology Carla Christiansen, Health Sciences</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Carrie Afuso, Student Services Gloria Wong, Staging Services Jeff Hupp, Counseling Services</p> <p><u>GUEST(S)</u> Myriam Altounji</p>
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The following Institutional Effectiveness Committee members and experts were absent:

<p><u>FACULTY MEMBERS</u> Sonya Valentine, Natural Sciences</p> <p><u>MANAGEMENT MEMBERS</u> Crystal Kollross, Interim Director Institutional Effectiveness and Enrollment Management</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carrie Afuso, Student Services Gloria Wong, Library</p> <p><u>STUDENT MEMBERS</u> Eric Bustamante, ASB Miranda Alvarado, ASB</p>
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CALL TO ORDER

The meeting opened at 12:45 p.m. in the Circadian.

APPROVAL OF MINUTES

The committee approved the minutes of the April 19, 2013 meeting. (Abstentions: D. Bird, A. Murray).

TOUR OF NEW PROGRAM REVIEW WORK SPACES IN TASKSTREAM

M. Jordan informed the committee that the Leadership Team had met and worked all summer long. The team included himself, Krista Goguen, Cecile Davis Anderson, Stephanie Fleming, Shelagh Rose, and Carlos Altamirano. This new addition to Task Stream is a direct result of their work. The group, based on their experience wanted to define common outcomes for all programs. They decided to determine what outcomes the programs should use and preload them into Task Stream. Also, they determined what data the programs should use to demonstrate that they used those outcomes. This idea was suggested by M. Jordan' who saw this process being used in program reviews done by other colleges. The committee went through the, "Program Review Required Outcomes." document.

- The committee discussed this bullet, "Number of awards granted demonstrates the effectiveness of the program," and it was felt that it does not apply to the GE Programs. The suggested revision was, "Number of awards is evaluated and improvements are implemented as necessary."

2013 and 2014 PROGRAM REVIEW CALENDAR

Committee members were asked to share the calendar with their divisions.

SYLLABUS FOR PROGRAM REVIEW SEMINAR

A course for authors of program reviews is being created for this fall. The Academy of Professional Learning and the Institutional Effectiveness are collaborating to offer this program. Participants will have 4 face-to-face 3-hour sessions.

GENERAL EDUCATION PROGRAM REVIEW

C. Olivo talked to the committee about the Chancellor's Office Student Success Score Card which is on the Chancellor's Office website. It is a tool that we should utilize.

Adjournment

The meeting adjourned at 2:30 p.m.

Recorded by: Beverly W. Tillman