

INSTITUTIONAL EFFECTIVENESS COMMITTEE
September 27, 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</p> <p><u>MANAGEMENT MEMBERS</u> Salomon Davila, Dean, CTE Crystal Kollross, Interim Director Institutional Effectiveness and Enrollment Management</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Otilio Perales, English Division Marie McClendon, Mathematics Division Sheri Stoddard, Natural Sciences Deborah Bird, Engineering & Technology Rita D'Amico, Languages</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Chris Weisbart, Library Carlos Altamirano, TLC</p> <p><u>STUDENT MEMBERS</u> Eric Bustamante, ASB</p>
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The following Institutional Effectiveness Committee members and experts were absent:

<p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division</p> <p><u>FACULTY MEMBERS</u> Sonya Valentine, Natural Sciences Terry Stoddard, Natural Sciences Myriam Altounji, Counseling Dan Raddon, Business & Computer Technology Andrea Murray, Social Sciences Carla Christensen, Health Sciences</p> <p><u>MANAGEMENT MEMBERS</u> Joe Futtner, Dean, Visual Arts and Media Studies Cynthia Olivo, Associate Dean Counseling Jim Arnwine, Dean, Performing and Communication Arts</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carrie Afuso, Student Services Gloria Wong, Staging Services</p> <p><u>STUDENT MEMBERS</u> Miranda Alvarado, ASB</p>
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CALL TO ORDER

The meeting convened at 12:45 p.m.

ANNOUNCEMENTS/INTRODUCTIONS

M. Jordan introduced new committee members: Rita D'Amico, Languages Division, Eric Bustamante, ASB, and Chris Weisbart, Library Services.

APPROVAL OF MINUTES

The committee approved the September 6, 2013 minutes with revisions.

STUDENT SUCCESS & SUPPORT PROGRAM IMPLEMENTATION SUMMIT REPORT OUT

M. Jordan reported that he and Cynthia Olivo attended this summit. He reminded the committee of the Student Success Task Force's recommendations. These recommendations are now slowly being implemented through legislation and changes to Title 5. He informed the committee of the following:

- One requirement will be that all students receive orientation, assessment, testing, and an Ed Plan to maintain priority registration.
- This means that every community college has to redo their enrollment priorities policy and ramp up their support services. This process has to be ramped up over the next year so that every student has the option to get these services.
- Cynthia Olivo will be leading PCC's effort to meet this deadline and one of the questions that will have to be solved is how to partner student services with the instruction side of the house to make sure that students are getting these important services. Data has demonstrated that first-year students at PCC who take English and math increase their chances of completion.
- We have to find a way to create seeds in all the English and math courses for all the students we are going to be assessing.
- The Student Success and Support Program is being funded with resources formerly called matriculation.
- Terry O'Banion was the key note speaker at the summit. M. Jordan gave the committee a review of Mr. O'Banion's presentation which included the following six recommendations:
 1. Every student will make a significant connection with another person at the college as soon as possible.
 2. Key intake programs including orientation, assessment, advisement, and placement will be integrated and mandatory.
 3. Every student will be placed in a "Program of Study" from day one; undecided students will be placed in a mandatory "program of Study" designed to help them decide.
 4. Every student who enrolls to pursue a certificate, degree, or who plans to transfer will work with college personnel to create a Student Success Pathway - a Roadmap to Completion.
 5. Every student will be carefully monitored throughout the first term to ensure successful progress; the college will make interventions immediately to keep students on track.
 6. Students will engage in courses and experiences designed to broaden and deepen their learning.

The committee discussed the recommendations. **M. Jordan** asked the committee to break into groups. Each group looked at O'Banion's six Recommendations listed in one column and were asked to write What is happening at PCC? and What can we do? in another column. The groups reported on their recommendations. M. Jordan asked S. Fleming, D. Bird, and C. Altamirano to email their groups' recommendations to him.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.