

INSTITUTIONAL EFFECTIVENESS COMMITTEE
October 11, 2013
12:30 P.M. - CIRCADIAN
MINUTES

The following Institutional Effectiveness Committee members and guests were present:

<p><u>CO-CHAIRS</u> Matthew Jordan, Interim, Associate Dean General Education and Program Review</p> <p><u>MANAGEMENT MEMBERS</u> Joe Futtner, Dean, Visual Arts and Media Studies Cynthia Olivo, Associate Dean Counseling Effectiveness and Enrollment Management</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Sonya Valentine, Natural Sciences Otilio Perales, English Division Deborah Bird, Engineering & Technology Marie McClendon, Mathematics Division</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Gloria Wong, Staging Services Carrie Afuso, Student Services</p> <p><u>STUDENT MEMBERS</u> Eric Bustamante, ASB</p> <p><u>GUESTS</u> Sheri Stoddard, Natural Sciences</p>
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The following Institutional Effectiveness Committee members were absent:

<p><u>FACULTY MEMBERS</u> Dan Raddon, Business & Computer Technology Carla Christensen, Health Sciences Terry Stoddard, Natural Sciences Myriam Altounji, Counseling Rita D'Amico, Languages Andrea Murray, Social Sciences</p> <p><u>MANAGEMENT MEMBERS</u> Salomon Davila, Dean, CTE Crystal Kollross, Interim Director Institutional Leslie Tirapelle, Distance Education</p>	<p><u>CLASSIFIED STAFF MEMBERS</u> Chris Weisbart, Library</p> <p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division</p>
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CALL TO ORDER

The meeting convened at 12:47 p.m.

APPROVAL OF MINUTES

The committee approved the October 4, 2013 minutes with a revision.

CONSTRUCTIVE FEEDBACK

M. Jordan discussed methods and techniques that committee members could use when giving feedback to program authors.

WORKING SESSION

C. Altamirano and **S. Fleming** walked through the revised process with the entire committee. The committee then broke into teams to concentrate on training new members. The committee discussed finishing all the reconciliations. They decided to check with each team to determine when they would be done with their reconciliations. There will be power point presentations done at the next meeting.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Recorder: Beverly Tillman