

INSTITUTIONAL EFFECTIVENESS COMMITTEE
October 25, 2013
12:30 P.M. - CIRCADIAN
MINUTES

The following Institutional Effectiveness Committee members and guests were present:

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| <p><u>CO-CHAIRS</u> Shelagh Rose, Languages Division</p> <p><u>MANAGEMENT MEMBERS</u> Joe Futtner, Dean, Visual Arts and Media Studies Leslie Tirapelle, Distance Education</p> <p><u>FACULTY MEMBERS</u> Stephanie Fleming, Performing & Com. Arts Sonya Valentine, Natural Sciences Deborah Bird, Engineering & Technology Marie McClendon, Mathematics Division Rita D'Amico, Languages Dan Raddon, Business & Computer Technology Myriam Altounji, Counseling</p> | <p><u>CLASSIFIED STAFF MEMBERS</u> Carlos Altamirano, TLC Carrie Afuso, Student Services Gloria Wong, Staging Services</p> <p><u>STUDENT MEMBERS</u> Eric Bustamante, ASB</p> <p><u>EX OFFICIO MEMBER</u> Cynthia Olivo,, Counseling Services</p> <p><u>GUESTS</u> Sheri Stoddard, Natural Sciences Laura Croolio, Languages</p> |
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The following Institutional Effectiveness Committee members were absent:

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| <p><u>CO-CHAIRS</u> Matthew Jordan, Interim, Associate Dean General Education and Program Review</p> <p><u>FACULTY MEMBERS</u> Carla Christensen, Health Sciences Andrea Murray, Social Sciences Terry Stoddard, Natural Sciences Otilio Perales, English Division</p> <p><u>MANAGEMENT MEMBERS</u> Salomon Davila, Dean, CTE Crystal Kollross, Interim Director Institutional</p> | <p><u>CLASSIFIED STAFF MEMBERS</u> Chris Weisbart, Library</p> |
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CALL TO ORDER

The meeting convened at 12:50 p.m.

APPROVAL OF MINUTES

The committee approved the October 18, 2013 minutes.

ANNOUNCEMENTS/INTRODUCTIONS

C. Olivo told the committee that the opening of the Rosemead Campus was a success. There are approximately 750 students enrolled.

LEADERSHIP REPORT

S. Rose reported that she met with Ophelia Arrelano, Danny Hammond, and Susan Briggs of the Community Education Center. This meeting was to get started looking at creating a process/structure to go through the non-credit program reviews. Major non-credit programs that need to go through review are the High School Diploma program, ESL, and the Workforce Vocation Certificates. Some stand along courses would be better off going through course review and outcomes assessment. **C. Olivo** pointed out that the non-credit segment may be unfamiliar to some of the committee members. It was agreed that the committee would be educated on the non-credit programs before beginning the program reviews.

PROGRAM REVIEW AUTHOR VISIT: ITALIAN

The committee went through a series of questions with the authors of the Italian Program Review. The authors asked questions and received feedback from the committee.

PROGRAM REVIEW PRESENTATION – BIT

The BIT Program Review was presented. The BIT Program Review was voted on and accepted unanimously with comments. (Motion: T. Altamirano, Second: J. Futtner).

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Recorder: Beverly Tillman