

**INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**January 24, 2014**  
**12:30 P.M. - CIRCADIAN**  
**MINUTES**

The following Institutional Effectiveness Committee members were present:

<p><b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division</p> <p><b><u>MANAGEMENT MEMBERS</u></b> Joe Futtner, Dean, Visual Arts and Media Studies Leslie Tirapelle, Distance Education</p> <p><b><u>FACULTY MEMBERS</u></b> Stephanie Fleming, Performing &amp; Com. Arts Sonya Valentine, Natural Sciences Rita D'Amico, Languages Terry Stoddard, Natural Sciences Otilio Perales, English Division Myriam Altounji, Counseling</p>	<p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC</p>
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The following Institutional Effectiveness Committee members were absent:

<p><b><u>FACULTY MEMBERS</u></b> Carla Christensen, Health Sciences Deborah Bird, Engineering &amp; Technology Andrea Murray, Social Sciences Dan Raddon, Business &amp; Computer Technology Marie McClendon, Mathematics Division</p> <p><b><u>CO-CHAIRS</u></b> Matthew Jordan, Interim, Associate Dean General Education and Program Review</p> <p><b><u>EX OFFICIO MEMBER</u></b> Cynthia Olivo, Counseling Services</p>	<p><b><u>MANAGEMENT MEMBERS</u></b> Salomon Davila, Dean, CTE Crystal Kollross, Interim Director Institutional</p> <p><b><u>CLASSIFIED STAFF MEMBERS</u></b> Gloria Wong, Staging Services Chris Weisbart, Library Carrie Afuso, Student Services</p> <p><b><u>STUDENT MEMBERS</u></b> Eric Bustamante, ASB</p>
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**CALL TO ORDER**

The meeting convened at 12:40 p.m.

**ANNOUNCEMENTS**

**L. Tirapelle** gave an update on Weekend College. **S. Fleming** gave an update on Program Review/Assessment Seminars. **J. Futtner** gave an update on the opening for the Center of the Arts.

**APPROVAL OF MINUTES**

The minutes of the December 6, 2013 meeting were approved without changes.

**LEADERSHIP REPORT**

**C. Altamirano** gave an update on future agenda items.

**UNIT PROGRAM REVIEW PROCESS REVISION**

An update was given on the status of the Student Learning Service and Administrative Unit Program reviews. **C. Altamirano** explained that the process would no longer require the use of the PowerPoint presentations. Options for housing documents and issues with Dropbox were discussed.

**PROGRAM REVIEW PRESENTATION**

**J. Futtner** presented the 1-page author summary for Natural Science. Discussion included suggested revisions to the summary. The presentation led to a discussion regarding interdisciplinary degrees and the program review process.

**TEAMS' WORKSESSION**

Committee members broke into their teams.

**ADJOURNMENT**

The meeting adjourned at 1:50 p.m.

**Recorded by:** Stephanie Fleming