

**Institutional effectiveness committee**  
**April 4, 2014**  
**12:30 p.m. – Circadian**  
**Minutes**

The following Institutional Effectiveness Committee members were present:

<b><u>CO-CHAIRS</u></b> Shelagh Rose, Languages Division	<b><u>CLASSIFIED STAFF MEMBERS</u></b> Gloria Wong, Staging Services Carrie Afuso, Student Services Chris Weisbart, Distance Education
<b><u>FACULTY MEMBERS</u></b> Stephanie Fleming, Performing & Com. Arts Sonya Valentine, Natural Sciences Rita D'Amico, Languages Otilio Perales, English Division Myriam Altounji, Counseling Dan Raddon, Business & Computer Technology	<b><u>EX-OFFICIO MEMBER</u></b> Cynthia Olivo, Counseling Services

The following Institutional Effectiveness Committee members were absent:

<b><u>FACULTY MEMBERS</u></b> Carla Christensen Health Sciences Deborah Bird, Engineering & Technology Andrea Murray, Social Sciences Marie McClendon, Mathematics Division Terry Stoddard, Natural Sciences	<b><u>MANAGEMENT MEMBERS</u></b> Joe Futtner, Dean, Visual Arts & Media Studies Leslie Tirapelle, Distance Education Salomon Davila, Dean, CTE Crystal Kollross, Director Institutional Effectiveness
<b><u>CO-CHAIRS</u></b> Matthew Jordan, Interim Associate Dean General Education and Program Review	<b><u>STUDENT MEMBERS</u></b> Eric Bustamante, ASB
	<b><u>CLASSIFIED STAFF MEMBERS</u></b> Carlos Altamirano, TLC

**CALL TO ORDER**

The meeting convened at 1:00 p.m.

**LEADERSHIP REPORT**

**S. Fleming** informed the committee about the various methods that have been developed to help authors when they are preparing program reviews. She said that they have started putting together a self-paced course for program review authors. She has also created basic work-sheets that are going to need to be reviewed by the committee their feedback. Also, the committee has been encouraging all the program review authors to use data. The leadership team came up with specific data that should be attached to every single outcome. The committee discussed the effectiveness of Elumen and TaskStream.

**APPROVAL OF MINUTES**

There was not a quorum at this meeting; no votes were taken.

**Program Review Presentation: Music**

Team 1 presented the evaluation of the Music Program Review. The authors will be invited to a future meeting.

**ADJOURNMENT**

The meeting adjourned at 2:05 p.m.

**Recorded by:** Beverly W. Tillman