

INSTITUTIONAL EFFECTIVENESS COMMITTEE
Friday, September 12, 2014
12:30 PM – Circadian
Minutes

<u>PRESENT</u> Shelagh Rose, Co-Chair Ryan Cornner, Co-Chair Joe Futtner, Management Member Leslie Tirapelle, Management Member Salomon Davila, Management Member Armando Duran, Management Member, alt. for Cynthia Olivo Sonya Valentine, Faculty Member Sheri Stoddard, Faculty Member, alt. for Terry Stoddard Deborah Bird, Faculty Member Myriam Altounji, Faculty Member Krista Goguen, Faculty Member Carlos Altamirano, Classified Staff Member Chris Weisbart, Classified Staff Member Gloria Wong, Classified Staff Member	<u>ABSENT</u> Crystal Kollross, Management Member Stephanie Fleming, Faculty Member Dan Raddon, Faculty Member Andrea Murray, Faculty Member Rita d'Amico, Faculty Member Carrie Afuso, Classified Staff Member
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CALL TO ORDER

The meeting was called to order at 12:45pm by Shelagh Rose.

INTRODUCTIONS/ANNOUNCEMENTS

Dr. Ryan Cornner, Associate VP of Strategic Planning & Innovation, has replaced Matt Jordan as co-chair of the IEC. Ryan worked at East Los Angeles College for 8 years prior to coming to PCC, where he worked as the Dean of Institutional Effectiveness.

APPROVAL OF MINUTES

The committee approved the minutes of the following meeting(s):
May 2, 2014

LEADERSHIP REPORT

- Shelagh gave a brief overview of how far the IEC has come since its inception in 2010.
- The Leadership team has calendared out the Program Review due dates through 2018. They are posted on the accreditation website.
- Ryan has been asked to take over the P&P and the IEC committees. The idea is that through the work with both committees, we will be able to more effectively connect program review and planning elements and make things simpler.
 - a. Charges
 - Determine who is responsible for program reviews and support those that are completing them.
 - b. Accomplishments
 - From an outsider's perspective, Ryan Cornner complimented the committee on the program review process. He addressed the fact that it is very comprehensive, focused, connected to the EMP and involves substantial data analysis.

- c. Changes (membership)
 - Ryan Cornner has replaced Matt Jordan as co-chair of the IEC.
 - A number of members will no longer be a part of the IEC. The committee will be recruiting faculty from English and Math, VAMPS and a temporary replacement for Rita d'Amico (Languages).
 - Associated students will be sending an alternate representative to support the committee.
- d. Major responsibilities and possibilities
 - Develop equity plans to focus on achievement gaps and looking at fields of study
 - Review CTE Programs, administrative units, SLS units, program reviews that have not been turned in, SLS rubric, administrative rubric
 - Connect to the Student Success Act
 - Review data elements of incoming students
 - Review feedback on IEC processes.
- e. Program Reviews completed
 - Certificates – 86%
 - Majors – 65%
 - Basic Skills – 75%

BROAD RECOMMENDATIONS

Second round of drafted broad recommendations:

1. Develop an Early Alert system so that faculty and student support services can coordinate timely interventions for students.
2. Develop an Associate Degree marketing campaign to communicate the value of Associate Degrees to students.
3. Develop methods to increase connectedness between students and college personnel, including exploring creating a "Meet the Departments" week where program faculty and staff engage with students interested in the program discipline.
4. Develop an institutionalized survey mechanism to determine the courses students need to complete for their program of study to inform scheduling.
5. Use student educational plans data to inform class schedules.
6. Clarify the mechanisms for faculty members to request funding for conference attendance.
7. Provide comprehensive support for authors as they write their program reviews.
8. Provide additional support for students to understand the importance of and process for declaring/changing a major.
9. Increase early outreach and dual enrollment programs

FUTURE AGENDA ITEMS

- Revisit Broad Recommendations
- Changes in Task Stream
- Retraining on how to complete rubrics

ADJOURNMENT

The meeting was adjourned at 2:27pm