



## PASADENA AREA COMMUNITY COLLEGE DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, September 18, 2015  
12:30 PM – 2:30 PM  
President's Conference Room C-233

### NOTES

#### In attendance

Carrie M. Afuso  
Carlos Altamirano  
Myriam M. Altounji  
Deborah A. Bird  
David J. Colley  
Ryan M. Cornner, Co-Chair  
Tamiya D. Cousins  
Salomon G. Davila  
Armando Duran

Krista F. Goguen  
Paul E. Jarrell  
Christopher Jiménez y West  
Crystal A. Kollross  
Marjorie Smith, Co-Chair  
Jude T. Socrates  
Sheri A. Stoddard  
Sonya C. Valentine

Guest(s):  
Ruoyi Wu

Meeting called to order at 12:39 PM.

Dr. Ryan Cornner introduced himself. Introductions made around the room in conjunction with announcements.

#### **Announcements**

Ryan Cornner introduced David Colley. David is the specialist in place to support program review, Taskstream, assist faculty, and coordinate efforts. David will be in place through end of October. Active search on for permanent person.

Carlos "Tito" Altamirano - Association of Latino Employees (ALE), Cross Cultural Center, and Project Leap to host Latino student/staff mixer October 6 (date tentative). Email out shortly.

#### **I. Approval of Minutes**

Notes from May 1, 2015 provided by Shereece Sims.

**Motion made** by Carlos Altamirano to approve meeting notes of May 1, 2015. Motion seconded by seconded Krista F. Goguen. Carlos Altamirano requested addition to discussion point II – integration of CTE program committee. No further discussion. Unanimously approved; no opposition, no abstention. **Motion approved.**

#### **II. Membership**

Marjorie Smith provided handout of membership as of May 2015. Committee to review and advise of changes, especially areas that require staffing. Paul Jarrell, Dean of Academic Support, replacing Matt Jordan. Once vacancies filled, Committee can go back and look at structure. There should be 2 faculty members on each team. Ryan Cornner reviewed active reps. Suggested mixing it up; some persons have served on same committee for extended time.

#### **III. Integrated Planning**

Committee met before Spring; made recommendations for improving integrated planning process. Recommendations were used by Accreditation Integrated Planning group to develop draft of integrated planning process. First read at Classified and Academic Senates went well. Approvals with suggested changes by end of month. Various annual updates have been problematic. Annual updates vetted by various groups and managers,

followed by Executive committee, Shared Governance and standing committees. Finally to president for final budget. Group of IEC leaders met in summer and created draft, including review section. If not requested through annual update, not legitimate request.

**a. Program Review – Annual Update**

David Colley, developed template and workspace environment using program review assessment plan and operational plan as template. All items to be addressed will be listed. Template in test version. Will be distributed out. Taskstream must first be modified and updated.

Ryan Cornner, once launched, process begins immediately. Approximately one month to upload requests. David Colley meeting with deans to review alignment between org codes (financial) and program review to confirm draft alignment works. All sign-ons to be set up at one time. Ryan Cornner to coordinate IEC sign ons. Process very integrated and time intensive. Must ensure support is there; has confidence college will ensure personnel in place to do so. Launch program review and annual update by October 1 for October 31 due date. Annual update first, then program review. Program review is self-evaluation; annual update is the action plan.

**IV. Status of Program Reviews**

Ryan Cornner, some reviews still pending. How to get feedback? IEC may only make broad recommendations. Several academic programs to be completed. Student and admin services submitted. Have not started review process; rubrics in place. Academic side to proceed with work on taskstream. Admin and student services asked people to read facilities administrative service program review. Good job defining goals and data; good document to use in overall review process. Requested committee members read short one by next meeting; it is a quick read. Ryan Cornner asked Carlos Altamirano to forward materials/links to members.

**V. Review Process**

Going through many changes over next year with accreditation, etc. Each program must complete annual update by October 31. Large group have program review due in few weeks. Suggested take all that are due this year and push to next year, then do program review instead of annual update in the coming year. Anyone late or due this year given temporary stay for 11 months. Cannot be sent out until senate agrees (10+1).

**a. Evaluation**

Ryan Cornner suggested delay due date. Motion to delay those that are due November 1 and/or late to following academic year (program reviews); Joe Futtner motioned. Discussion ensued. Suggestions – streamline, make more valuable, and have meeting or workshop to explain/train. Problems may be fixed by creative use of resources. How to build connections where faculty rewarded for expertise they bring, staff rewarded, etc. Work with those delayed with goal to get all done within academic year; Annual update due regardless. If postponed, for all reviews due, must actively work with team members to complete. Currently, program review does not include annual update.

Crystal, program review is valuable experience. There are many who have not engaged in the process. Must get them involved otherwise failing students.

Ryan Cornner will reagendize. Motion withdrawn.

**VI. Future Meeting Dates**

September 25, October 2, October 16 – dates are Fridays; meeting time 12:30 PM to 2:30 PM