



PASADENA AREA COMMUNITY COLLEGE DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, September 25, 2015
12:30 PM – 2:30 PM
President's Conference Room C-233

NOTES

In attendance

Carlos Altamirano
David J. Colley
Ryan M. Cornner, Co-Chair
Tamiya D. Cousins
Salomon G. Davila
Armando Duran
Joseph L. Futtner
Krista F. Goguen

Christopher Jiménez y West
Crystal A. Kollross
Marjorie Smith, Co-Chair
Jude T. Socrates
Sheri A. Stoddard
Sonya C. Valentine
Gloria W. Wong
Ruoyi Wu

Meeting called to order at 12:41 PM

I. **Announcements**

Wednesday, September 30 is University Day. Please wear t-shirts/shirts from your alma mater.

II. **Approval of Notes – September 18, 2015**

Motion made by Carlos Altamirano to approve meeting notes of September 18, 2015. Motion seconded by Joseph L. Futtner. Discussion held. Approved with suggested changes. Unanimously approved; no opposition, no abstention. **Motion approved.**

III. **Review of Program Review process**

Leadership met to discuss process including due dates.

a. **Overview of process**

Carlos Altamirano presented a brief overview of the program review process including: pre-evaluation; evaluation at team level; log-in and rubric; evaluation at IEC level; IEC recommendations to committees, group and/or college offices; and preparation of IEC annual report to the college (end of Spring or Fall).

b. **Taskstream show and tell**

Ryan Cornner provided visual of Taskstream and explained the sections (tabs on left) including: mission statement, rubric and components, program outcome, aligning SLO's with programs, and recommendations (findings).

David Colley explained the program review annual update process in Taskstream including: the different aspects of program review and annual update (similar to planning structure); action plan and status report; and the improvement plan – planning actions and recommendations. AMP will be

common to all components. Status report is the completion of documentation. Budget forms and Resource Request forms will be included. There is a Feedback page included on the site.

c. Program Review Calendar

Ryan reviewed calendar (previously distributed)

IV. For consultation - Program Review Timeline

Discussion noted that more information needed in order to inform the group. Ryan Cornner made a motion to call the question.

Motion made by Crystal Kollross to request comprehensive program reviews for all those highlighted in yellow (as provided). Motion seconded by Joseph Futtner. No further discussion. Majority approved; Sonya Valentine opposed; no abstention. **Motion approved.**

V. Future Meeting Dates

All 2015-16 IEC meeting dates provided on back of agenda and may be found on webpage.

Facilities and Construction Unit Review (previously emailed with agenda) will be included on the next agenda.

Meeting adjourned at 2:16 PM