



PASADENA AREA COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL EFFECTIVENESS COMMITTEE

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

MEETING NOTES

Members in attendance: Dr. Ryan M. Cornner, Carrie M. Afuso, Carlos Altamirano, Myriam M. Altounji, David J. Colley, Tamiya D. cousins, Salomon G. Davila, Joseph L. Futtner, Krista F. Goguen, Paul E. Jarrell, Christopher Jiménez y West, Crystal A. Kollross, Susan C. Roig, Jude T. Socrates, Sonya C. Valentine, Gloria W. Wong, Ruoyi Wu

Guests: None

Meeting called to order at 12:39 PM

I. Public comment on non-agenda items
None

II. Announcements
Carlos Altamirano, ALE mixer on Monday in Creveling. Refreshments served.

Susan C. Roig introduced herself. New Associate Dean of Distance Education.

ArtNight Pasadena on Friday, October 9.

III. Approval of Notes – September 25, 2015

Motion made by Krista F. Goguen to approve meeting notes of September 25, 2015. Motion seconded by Joseph L. Futtner. Request made to spell out AMP – Accountability Management Plan. No further discussion requested. Majority approved. No opposition; Susan C. Roig abstained. **Motion approved.**

IV. Integrated Planning update
Passed Academic Senate; 1 *no* vote and 2 abstentions. Passed Classified Senate, Management Association, and College Council. Strategic Plan not yet gone through all groups. College Council holding supplemental meeting October 13 to review and approve. Will be added to annual update once approved.

V. The Brown Act and Roberts Rules of Order
Requested by IEC leadership. Materials previously emailed to committee. The Brown Act details how committees are required to operate. Ryan Cornner presented major points/requirements of Brown Act and Roberts Rules, including violations, closed sessions, and email.

VI. Program Review organization

a. History

David J. Colley gave a brief historical presentation on how the process came about from 2009 accreditation to date. Various software companies were evaluated; TaskStream was the most satisfying for our needs. Program was delivered 5 years ago. David has been setting it up to do what is needed in order to comply with accreditation requirements.

b. Current

David J. Colley gave a visual presentation on where TaskStream currently stands, information contained, outcomes, etc. Access is being fine-tuned. Annual updates near completion. Broader discipline data uploaded in order to avoid confusion.

VII. Evaluation procedures (for program review process)

- 1) Interview authors
 - identify gaps
 - pluses and minuses
 - use IEC members to connect
 - semi-structured

Surveys:

- 1) Was the program review process useful to you? Why/Why not?
 - Did it lead to any changes in your program?
- 2) What outcome sets were most/least useful?
- 3) Did you understand the process/terminology?
 - Outcome sets, courses, findings, recommendations
- 4) What other data would better inform the next program review?
- 5) How collaborative was the process?
 - Who was involved?
- 6) What other support do you need from IEC?
- 7) How would you change the process?
- 8) Did you find the author visit useful?
- 9) Would you consider coming to IEC to provide more detailed feedback?
- 10) Is there someone else in your program review who should provide feedback?

Committee approved Drs. Ryan Cornner and David Colley drafting and bringing back to committee for approval/discussion.

Meeting adjourned at 2:28 PM.