



## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, October 16, 2015

12:30 PM – 2:30 PM

Creveling

#### MEETING NOTES

**Members in attendance:** Dr. Ryan M. Cornner, Carrie M. Afuso, Myriam M. Altounji, David J. Colley, Tamiya D. Cousins, Salomon G. Davila, Armando Duran, Joseph L. Futtner, Paul E. Jarrell, Crystal A. Kollross, Christopher Langstaff, Susan C. Roig, Marjorie Smith, Sheri Stoddard, Gloria W. Wong

Meeting called to order at 12:47 PM

#### I. Public comment on Non-agenda Items

None

#### II. Announcements

Christopher Langstaff, student representative, introduced himself.

Gloria Wong, distributed brochure of arts events in Center for The Arts. Laramie Project opens today.

Christopher Langstaff, Homecoming king/queen announcement due in November. This year it will not be gender specific.

#### III. Approval of notes October 2, 2015

**Motion made** by Dean Paul E. Jarrell to approve meeting notes of October 2, 2015. Motion seconded by Crystal A. Kollross. No further discussion requested. Majority approved. No opposition; Marjorie Smith abstained. **Motion approved.**

#### IV. Review IEC Goals for the year

IEC Leadership met and set goals:

1. Finish the identified program reviews due for completion in 2015-2016.
2. Finish the review of administrative and student services unit reviews
3. Complete the evaluation of the Program Review process and recommend changes as indicated

**Motion made** by Crystal A Kollross to approve IEC Goals. Motion seconded by Dean Paul E. Jarrell. No further discussion requested. Unanimously approved. No opposition; no abstentions. **Motion approved.**

#### V. Annual Update Process - update

David Colley, working on initiatives. Has been conducting training sessions the past 3 weeks. Impressed with buy-in across campus. Non-instructional staff were included as part of the process. Ryan Cornner, all data and forms needed for annual updates are in TaskStream. Will include *FAQs* and *How To* on budget forms shortly.

#### VI. Facilities and Construction Unit Review

To date, IEC has normed academic (program) and non-academic (unit reviews). Now norming administrative reviews. Rubric approved last October will be used as norm Facilities and Construction. Stephanie Fleming thanked in absentia for her work on unit reviews.

Academic side has set outcomes (focus on data, relevant to programs, student success, and enrollment). These don't fit with administrative service outcomes. As process exists now, each unit had to create their own outcomes, measurements, findings, and recommendations. Categories include: function (what are outcomes), Institutional support (budget, staffing, and facilities), and accountability (loosely defined as external accountability measurements, mandates, e.g. distance education, ACCJC requirements, etc.).

Final component will be done at next meeting.

Meeting adjourned at 2:28 PM.