



PASADENA AREA COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, November 6, 2015
12:30 PM – 2:30 PM
President's Conference Room C-233

Meeting Notes

In attendance

Carlos Altamirano	Crystal A. Kollross
Myriam M. Altounji	Susan C. Roig
David J. Colley	Marjorie Smith, Co-Chair
Ryan M. Cornner, Co-Chair	Jude T. Socrates
Rita D'Amico	Sheri A. Stoddard
Armando Duran	Sonya C. Valentine
Krista F. Goguen	Ruoyi Wu
Paul E. Jarrell	

Meeting called to order at 12:39 PM

I. Public comment on non-agenda items
None

II. Announcements
Introductions made around the room.

III. Approval of Notes – October 16, 2015

Motion made by Armando Duran to approve meeting notes October 16, 2015. Motion seconded. No further discussion requested. Majority approved; no opposition, 5 abstentions. **Motion approved.**

IV. Complete norming of Facilities and Construction Unit Review

Committee reviewed and discussed Taskstream components, outputs, and measures. Summary of findings and recommendations for improvements – each group to list as they see relevant.

Ryan Cornner will upload scores into Taskstream. Scores used to see where improvements may be made. Will also prepare summary. Rueben Smith to be invited to meet with leadership and dialogue on process.

V. Review Task Teams
Marjorie Smith distributed team assignments and led discussion.

a. Assign remaining Program Reviews (Administrative Services)

Marjorie Smith distributed assignments and led discussion. Balanced majors/units/departments with certificates. Incomplete/Unassigned to be distributed among teams. Need HR, police/safety, business auxiliary, IT, legal, PR, and foundation.

VI. Deadline for Academic Program Reviews

David Colley, suggested process be completed by holiday break. December 4 target deadline with January 22 as failsafe deadline for committee to review. Most complaints due to lack of review of Program Review and feedback. Marjorie Smith to update team lists with target due date and disseminate to members.

Ryan Cornner, agreed not to delay deadline for Academic Program Reviews due to lack of submissions.

Motion made by Crystal A. Kollross to mark **March 4, 2016** as deadline for Academic Program Reviews. Motion seconded by Paul E. Jarrell. No further discussion requested. Unanimously approved; no opposition, no abstentions. **Motion approved**.

VII. Approve draft of the survey

The survey was based on feedback received from members. Group reviewed and updated the survey.

VIII. Annual Updates

a. Update

David Colley thanked the campus community for their involvement in the process. Over 150 work spaces with annual updates; fewer than 10 not completed. Looking at close to 100% participation. In October, Ryan Cornner and David Colley trained 18 groups, and held over 65 sessions across campus. Final consensus response was that the process was not so bad/can do/easy. Many faculty expressed gratitude for data provided.

Ryan Cornner, now entering the formal evaluation stage. Separate spreadsheet for budget with David Colley will incorporate into Taskstream. Drafting evaluation for budget; how does this tie in to program review? Once updates cleaned up, how can it be improved? How to plan new program review process so that it is properly linked? Majority of confusion is over annual update and assessment; hoping to streamline.

Meeting adjourned at 2:26 PM