



PASADENA AREA COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, December 4, 2015
12:30 PM – 2:30 PM
President's Conference Room C-233

Meeting Notes

In attendance

| | |
|----------------------------|--------------------------|
| Carrie M. Afuso | Crystal A. Kollross |
| Carlos Altamirano | Christopher Langstaff |
| Myriam M. Altounji | Susan C. Roig |
| David J. Colley | Marjorie Smith, Co-Chair |
| Ryan M. Cornner, Co-Chair | Jude T. Socrates |
| Rita D'Amico | Sonya C. Valentine |
| Salomon Davila | Gloria W. Wong |
| Krista F. Goguen | Ruoyi Wu |
| Paul E. Jarrell | |
| Christopher Jimenez y West | |

Meeting called to order at 12:39 PM

I. Public comment on non-agenda items
None

II. Announcements
Introductions and announcements made around the room.

Gloria Wong, due to end of semester, many performances taking place over the next few weeks. Please go to webpage for listings.

Ryan Cornner, previously spoke of accreditation changes with Board of Governors. Attendees at team training have positive comments; reports much shorter, standards about 1 ½ pages, in bullets. This reaffirms need to log evidence. Process appears better.

III. Approval of Notes – November 20, 2015

Motion made by Carlos Altamirano to approve meeting notes November 20, 2015. Motion seconded by Sonya Valentine. No further discussion requested. Majority approved; no opposition, 3 abstentions. **Motion approved.**

IV. TASK TEAM

Difficult when full teams are not in attendance at meetings; cannot coordinate work done outside of meeting. Must discuss work requirements of participating in IEC in order to make certain task teams can function. All members must carry certain amount of weight. Discussion ensued on how each team performs work/tasks

assigned. Ryan Cornner will be re-checking commitment to IEC and as team leads. Team leads are de-facto members of IEC leadership.

During today's Team Time, participants will focus on prioritizing reviews to complete first; Leads to assign focus of the next few weeks and create timeline. Previously looked at program review process, reviewing using rubric. Next are reconciler and Author Summary.

V. Reconciler

Reconciler is one person who begins draft of summary. Role of IEC is to ensure that summaries are up to standard, procedures, then author visit. Then back to IE as a whole. Lengthy process, begins with reviews.

VI. Author Summary

Summarizes findings of program review. Author will be invited to meet with IEC Leadership to have dialogue on what was found in program review. Much more can be found in dialogue than in program review. All team members allowed to respond; edits then made to program review.

Goal is to edit Author Summary. Ensure reconciler understands what the team is saying.

VII. Team Time