



PASADENA AREA COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, January 29, 2016
12:30 PM – 2:30 PM
Creveling Lounge

MEETING NOTES

In attendance

Carrie M. Afuso	Crystal A. Kollross
Myriam M. Altounji	Susan C. Roig
David J. Colley	Jude T. Socrates
Tamiya Cousins	Sonya C. Valentine
Salvador G. Davila	Gloria Wong
Krista F. Goguen	Ruoyi Wu
Dr. Paul E. Jarrell, Co-Chair	

12:30 PM to 1:30 PM Informal work among teams

Call to order 1:31 PM.

- I. Public comment on non-agenda items
None

II. Announcements

Dr. Paul Jarrell, with Ryan Cornner's departure, he has taken over as co-chair. Enjoyed working with Ryan; he ran the committee very well. He believes in the mission of the committee and understands the process very well. Marjorie Smith continues as co-chair. Feels it is important to touch base, see what the committee has accomplished, where it is going, and tend to some housekeeping. Marina Jimenez will remain a coordinator. Looking to actively enlist faculty membership, which Marjorie is spearheading. Hope to get more faculty. There is much work involved, especially with program review. If anyone has names to suggest, have them contact the co-chairs.

Motion made by Crystal Kollross, to add an item to the agenda: *Institutional Effectiveness Committee under College Council*. Motion seconded by Sonya Valentine. No further discussion requested. Unanimously approved; no opposition, no abstentions. **Motion approved.**

Second Motion made by Crystal Kollross, to add a second item to the agenda: *Institutional Effectiveness Committee Program Process*. Motion seconded by Gloria Wong. No further discussion requested. Unanimously approved; no opposition, no abstentions. **Motion approved.**

Canvas is going to a new interface/look. Sending out announcement shortly. Coffee and cookie workshops planned. Christopher Langstaff, beta took place during finals week; caused many students to panic when they weren't able to locate their work.

III. Approval of Notes – December 4, 2015

Motion made by Crystal Kollross, to approve meeting notes of December 4, 2015 with changes as discussed. Motion seconded by Krista Goguen. No further discussion requested. Unanimously approved;

no opposition, no abstentions. **Motion approved.**

IV. Cancel February 5, 2016 meeting

Due to the Budget Retreat, must cancel previously planned meeting. Paul Jarrell requested committee to advise if they had a preference on table set ups.

V. Budget Retreat – Crystal Kollross

Everyone encouraged to attend. The Integrated Planning model which was approved by the Board, included a budget retreat. Please contact Marina Jimenez to RSVP. Preparation materials will go out on Monday. Retreat will be from 8:30 AM to 3:30 PM, in Creveling, and includes continental breakfast and lunch.

Added IEC to College Council

Crystal Kollross, College Council is looking at a restructure. At the January 2016 meeting, the council voted to no longer be Brown Act. Brown Act limits the ability to be flexible with the agenda. This does not preclude us from posting the agenda, etc.; required as it is codified in the revised administrative procedure. There are 3 committees that are required to be Brown Act by Title 5 and Ed Code – Board of Trustees, Associated Students, and Academic Senate. With College Coordinating Council vote to no longer be a Brown Act committee, all of its Standing Committees will no longer be required to be Brown Act either.

In November 2014, IEC voted to become a standing committee of College Council. This is a bit more complex; requires repeal of Board policy. Not impossible but must happen before IEC can become a standing committee. Until such time, IEC must remain Brown Act. College Council welcomes IEC, but the process will take time. Meantime, recommends inform the charge in membership. IEC needs to review complex charges. Must have annual, measurable goals and report same to College Council.

Added IEC Program Process

Crystal Kollross, must look at the process and decide if committee wants to change. Team reviewed, discussed, and made suggestions. Will clean up then bring back to committee. Crystal Kollross to email document to Sonya. Paul Jarrell will bring Marjorie Smith up to speed on this discussion.

VI. Dropbox Housekeeping

Numerous files in dropbox that are un/disorganized. Committee to work on organizing. Paul Jarrell to ensure all IEC members have access to dropbox.

VII. Outstanding Program Reviews

A summary (GEMS) was presented that needed to be reviewed. Unclear who wrote. Document was sent to Marjorie Smith for review and discussion. Other issue is that person(s) who wrote it are now gone. Not urgent unless program is still in effect. Paul Jarrell and Marjorie Smith to send out list of programs to review in Spring.

VIII. Teams (re-work)

Paul Jarrell and Marjorie Smith to review as part of IEC goals.

IX. New Membership

Paul Jarrell and Marjorie Smith to review as part of IEC goals.

Paul Jarrell adjourned the meeting at 2:32 PM