



PASADENA AREA COMMUNITY COLLEGE DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE

Friday, March 4, 2016
12:30 PM – 2:30 PM
Creveling Lounge

MEETING NOTES

In attendance

Carlos Altamirano	Krista F. Goguen
Myriam M. Altounji	Dr. Paul E. Jarrell, Co-Chair
David J. Colley	Susan C. Roig
Rita D'Amico	Sonya C. Valentine
Armando Duran	Gloria Wong
	Jude T. Socrates

Dr. Paul Jarrell called the meeting to order at 12:42 PM.

I. Public comment on non-agenda items
None

II. Announcements
Gloria Wong, final week for Romeo & Juliet.
Sheri Stoddard, webpage has all sports events listed.
Carlos Altamirano, ALE Dodgers Night is April 27. Please contact him for tickets (deadline April 15) and details.
Leadership to review remaining 2015/16 meeting dates.

III. Approval of Notes – February 19, 2016

Motion made and seconded to approve meeting notes of February 19, 2016 with changes as discussed. No further discussion requested. Majority approved; no opposition, two abstentions.

Motion approved.

IV. Correction and Approval – Notes of January 29, 2016

Meeting notes, page 2, 4th paragraph, were correct as originally presented with “charge/charges” not change/changes,

Motion made by Carlos Altamirano, and seconded to approve reversing meeting notes of January 29, 2016 as discussed. No further discussion requested. Unanimously approved; no opposition, no abstentions. **Motion approved.**

V. Team Assignment reviews

Procedural guidelines were emailed to committee members. Discussion on process vs procedural. Leadership continues to work on document. Once completed, will be brought back to committee for review. Cleaning up historical documents. Carlos Altamirano has been instrumental in cleaning up drop box. Dr. Paul Jarrell, will discuss accessibility to U drive and drop box in further detail at a later date. Leadership is approximately half way through refining; feedback welcomed.

Dr. Paul Jarrell reviewed changes in team assignments, including new members that have been identified.

VI. Team Updates

Assignments for Spring – Carlos Altamirano has reviewed Police and Safety, and set time for Steven Matchan to meet with IEC leadership.

There appears to be confusion in standing requirements and categories.

IEC leadership meeting of March 15 cancelled. Next IEC Leadership meeting will be March 29. IEC meeting of March 18 cancelled. Next IEC meeting will be April 1.

Carlos Altamirano will present Graphics at next full committee meeting.

Marjorie Smith is to assist Krista Goguen with reconciliations.

Paul reviewed and summarized assignments by team and area.

VII Author Summary – GEMS (if ready)

Krista Goguen provided program review to committee. Committee reviewed and discussed. Goal is to close the loop on GEMS. Krista Goguen to clean up in order to move on to next step on April 1.

Motion to accept summary.

Motion approved.

Motion made and seconded to approve summary. No further discussion requested. Unanimously approved; no opposition, no abstentions. **Motion approved.**

There will be two reviews discussed at IEC Leadership March 29.

Adjournment

Dr. Paul Jarrell adjourned the meeting at 2:11 PM.