



PASADENA AREA COMMUNITY COLLEGE DISTRICT

Institutional Effectiveness Committee

Friday November 4, 2016

W101

AGENDA

Call to Order

I. Public Comment on Non-Agenda Items

None

II. Review and approval of meeting notes

Minutes of the September 23, 2016 and October 7, 2016 IEC meetings were accepted.

III. INFORMATION ITEMS

a. Introductions and welcome to new members

Co-Chair Sonya Valentine welcomed the new members in attendance: Margaret Fernandez (Manager Trio Programs), Blanca Rodriguez (Faculty, Health Sciences), Dyan Miller (Dean, Kinesiology Health & Athletics). Self-introductions of committee members.

b. Membership and areas that still need representatives

The committee membership is complete for Students, Managers and Classified Staff. Faculty representatives are still needed for several divisions: Performing Arts, VAMS, English, Languages/ESL, Business, E&T and Non-Credit. A new member Dany Chammas from Natural Sciences will join the committee at the next meeting. IEC will review the Administrative Policy. Consider including adjunct faculty membership.

c. Update on the 10/19/2016 Accreditation Site Visit

Co-chair Crystal Kollross provided an overview of the Accreditation follow up visit along with other IEC members who also met with the visitors. The visitors were impressed with the integrated planning improvements PCC has implemented since the initial site visit. We anticipate a favorable review report in early February.

Some additional improvements that will be implemented include: more specific cross-membership between college wide planning committees: College Council, BRAC (Budget & Resource Allocation), P&P (Strategic Planning & Priorities) and the IEC.

IV. NEW ITEMS – DISCUSSION WITH POSSIBLE ACTION

a. Comprehensive Program/Unit Review

i. **Alignment with outcomes and services**

Co-chairs Sonya Valentine and Crystal Kollross presented a summary of the IEC's policy and role as the college wide group charged with coordinating the systematic evaluation of institutional program reviews of

programs and services to determine overall effectiveness. The IEC reviews program reviews, provides feedback to program review authors and makes broad recommendations to the college based on program reviews.

ii. **Cyclical time table**

The current schedule for program reviews is complex with different types of instructional programs and units on cycles of different lengths. With the implementation of Annual Updates (in 2015) that includes program review elements, the IEC Leadership proposed a more standardized 4 year schedule for reviews for all types of instructional programs, administrative and student services units, as follows.

These program reviews will be due in Spring:

2016/17 (year 1) Units: Administrative and Student Services – there are approximately 16 Units

2017/18 (year 2) CTE Certificates of Achievement – there are 37 in TaskStream

2018/19 (year 3) AA/AS, Basic Skills programs – 22

2019/20 (year 4) ADT's – currently 19

Motion to adopt the 4 year program review cycle for all programs was approved.

Consider scheduling program review training on Feb 3 and Feb 4, 2017

Note: Annual Updates are reviewed by area Deans; they are not reviewed by the IEC. Resource Requests are reviewed by BRAC.

V. **OLD ITEMS - DISCUSSION AND POSSIBLE ACTION**

Postponed to next meeting.

- a. Complete Group Unit Review
- b. Instructional Program Review

VI. **ANNOUNCEMENTS**

Tito requested all members visit the Pathways Poster Conference on Nov 17. Judges are needed – contact Tito or Shelagh Rose.

VII. **ADJOURNMENT**

Motion to adjourn approved. (2:30)

Following Adjournment Teams may meet to work on training issues or the completion of program review evaluations

Next meeting: Friday November 18, 2016

