



## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### INSTITUTIONAL EFFECTIVENESS COMMITTEE LEADERSHIP

#### Meeting Notes

4/4/2017

**Present:** Sonya Valentine, Crystal Kollross, Krista Goguen, David Colley

Call to Order: 10:38 am

- I. Public Comment on non-agenda items - None
- II. Announcements - None
- III. Review and Approve Meeting notes
  - a. February 28, 2017 – approved edits
  - b. March 14, 2017 – approved with edits
- IV. Information Items
  - a. Update on BP3251
    - going to the Board of Trustees on 4/5/2017 for approval
    - Approved by Academic Senate 12/5/2016. Approved by College Council on 12/18/2016
  - b. Team progress – Team Leader Check-in
    - Review of Student Services Unit reviews went well at the last IEC general meeting and IEC members were engaged in the process. Next step is to work on the reconciliations for each of the completed reviews.
    - We will ask Tito to do a presentation on doing reconciliations
    - Software demonstration set for the following meetings
    - April 28 - eLumen
    - May 12 is Campus Labs
  - c. Spring 2017 meeting schedule - tabled
- V. Old Items – Discussion and Possible Action – all tabled
  - a. Comprehensive Program/Unit Review four-year cycle
    - i. Implementation and Communication to Campus Plan
    - ii. 4 Types & Total # of Comprehensive Reviews – David
  - b. Summary Questions & Rubrics (Student Services, etc)

VI. New Items – Discussion and Possible Action

a. New IEC Member Information Packet – Sonya

- New member Zoe Wu from Languages joining us.

b. Academic Senate IEC Information Packet – Sonya

Committee agreed to provide the following information at the Academic Senate meeting

- 4 year Comprehensive Program Review Cycle
- Program review rubric
- Reconciliation Summary Questions

VII. Agenda for April 7, 2017 IEC meeting

- Upcoming Academic Senate Meeting information
- Update on BP3251
- Presentation on process for Reconciliation of Program Reviews
- Dates for Software Presentations

Adjournment – 12:10pm