



## PASADENA CITY COLLEGE MEETING AGENDA and NOTES

**Title of Meeting / Committee Name:** Institutional Effectiveness Committee  
**Friday October 13, 2017 1:00 pm**  
**Room:** W101

**Co-Chair:**  
Crystal Kollross

**Name of Person Taking Notes:**  
Lucky Springfield

**Co-Chair:**  
Sonya Valentine

### MEETING NOTES

In Attendance: Crystal Kollross, Sonya Valentine, Armando Duran, Carlos Altamirano, Christopher West, Dice Yamaguchi, David Colley, Gloria Wong, Jude Socrates, Kimberly Shediak, Kirsten Ogden, Michaela Mares, Rhonda Williams, Stephanie Fleming, Sheri Stoddard, Melissa Anderson

Crystal Kollross called the meeting to order at 1:15 PM.

- I. Public Comment on Non-Agenda Items – None
- II. Review and approval of meeting notes from June 2, 2017
  - Motion to approve – C. Altamirano. Second: D. Yamaguchi. Approved.
- III. Introductions
  - All that attended introduced themselves and gave a brief history of their roles at PCC.
- IV. Information Items
  - a. IEC overview
    - ◆ S. Valentine spoke about the IEC trainings, due dates, program review cycle, general information and program review support.
    - ◆ C. Kollross shared how this year IEC will be doing the evaluations of the Unit & Division reviews.
    - ◆ S. Valentine reviewed and described the PCC IEC procedural guidelines.
    - ◆ C. Kollross stated that the IEC should not report to the Board of Trustees. IEC is now a standing committee of the College Council. Anything that stands out or needs to be discussed should now first go to the College Council.
  - b. IEC Team assignments - 5 teams
    1. C. Altamirano, T./S. Stoddard, C. West, I. Ocegueda
    2. S. Valentine, C. Afuso, D. Miller, B. Rodriguez, Z. Wu
    3. M. Altounji, A. Duran, K. Ogden, R. Williams
    4. K. Goguen, S. Fleming, D. Chammas, K. Shediak, M. Mares
    5. C. Kollross, G. Wong, J. Socrates, R. Cifone, D. Yamaguchi

c. Student Services Program

- ◆ Student Services Program Reviews were not done in TaskStream, but done in word documents. IEC will be reviewing these via paper copy and all other reviews will be done through TaskStream.

d. TaskStream Login

- ◆ D. Colley, demonstrated how to log into TaskStream as a Reviewer and gave a general demonstration of what a unit review looks like through TaskStream. He also showed what the unit review looks like from the author's perspective.

V. Discussion and Possible Action

a. 2017-2018 Committee Goals

- 1) The IEC will complete the entire evaluation for all submitted reviews.
- 2) The IEC will work to clarify and brand the IEC for the campus community.
- 3) The IEC will actively participate in improving the College's Integrated Planning Process.
- 4) All IEC members will be trained to support authors in the comprehensive review process.

VI. Announcements

- G. Wong - ArtNight reception tonight, 6pm – 10pm. Sherlock Through the Looking Glass, October 13–21. Go on their website to find more events on the calendar.
- K. Ogden - writer Natasha Deon, author of 'Grace' coming to PCC on Thursday, October 19th in the Circadian at 12 PM.
- D. Colley got married!
- M. Mares - 11 AM – 4 PM Pasadena Latino Parade and Jamaica Heritage Festival tomorrow, October 14th.

VII. Adjournment

- Motion made by C. West to adjourn. Seconded by K. Ogden.
- Meeting adjourned at 2:16 PM.

Following adjournment, teams will begin working on the Student Services Unit Reviews



**Title of Meeting / Committee Name:**

**Public Comment Items**

**INFORMATION ITEMS:**

**DISCUSSION AND POSSIBLE ACTION ON PREVIOUSLY DISCUSSED ITEMS:**

<b>Action</b>	<b>Responsibility</b>	<b>Date Due</b>
1.		
2.		
3.		
4.		
5.		



**NEW ITEMS - DISCUSSION AND POSSIBLE ACTION:**

<b>Action</b>	<b>Responsibility</b>	<b>Date Due</b>
1.		
2.		
3.		
4.		
5.		

**ANNOUNCEMENTS AND MISCELLANEOUS NOTES**

**Next Time**

*Next Session (Date, Time and Location): TBD*

