



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Institutional Effectiveness Committee

Friday October 27, 2017 – 1:00 pm

Room: W101

Co-Chair:
Sonya Valentine

Co-Chair:
Crystal Kollross

Name of Person Taking Notes:

Lucky Springfield

MEETING NOTES

In Attendance: Crystal Kollross, Sonya Valentine, Blanca Rodriguez, Christopher West, Dice Yamaguchi, Dyan Miller, Jude Socrates, Krista Goguen, Michaela Mares, Terry Stoddard

Crystal Kollross called the meeting to order at 1:20 PM.

- I. Public Comment on Non-Agenda Items – None
- II. Review and approval of meeting notes from October 13, 2017
 - A correction was made in the notes by C. West and will be reflected in the next agenda.
 - Motion to approve: D. Miller. Second: T. Stoddard. Abstention: K. Goguen. Approved.
- III. INFORMATION ITEAMS
 - a. Team Assignments
 - Committee reviewed team members and assignments.
 - b. TaskStream Login and Review process
 - Teams have their TaskStream login information and how-to review.
 - S. Valentine covered assignments with the teams.
 - c. Membership Update
 - Yajaira De La Paz is a new Classified member for IEC.
 - Kiely Lam is currently working to find Student members.
 - The Performing Arts member position remains vacant.
- IV. DISCUSSION AND POSSIBLE ACTION
 - a. 2017-2018 Committee Goals
 1. The IEC will complete evaluation for all reviews submitted by the deadline.
 2. The IEC will take steps to clarify its role in the campus community. (Revision of AP3251)
 3. The IEC will actively participate in the College's Integrated Planning Process.
 4. IEC members will be trained by the end of Winter intersession to support authors in the comprehensive review process.
 - b. Reconciliation Summaries
 - Committee discussed wrapping up the Student Services reconciliation summaries piece.

V. ANNOUNCEMENTS

a. Mission Statement Town Halls

- C. Kollross has asked Alex Boekelheide to share the following in the PCC staff newsletter/email:
 - As part of its regularly scheduled evaluation of its strategic plan, PCC is taking a fresh look at our mission statement. Want to play a role? Come to one of these Town Halls scheduled by the Office of Institutional Effectiveness to lend your input and chart our future:
 - ◆ Tuesday, Nov. 7, noon to 1 p.m.: Rosemead Campus, Room 106
 - ◆ Tuesday, Nov. 14, noon to 1 p.m.: Colorado Campus, Creveling Lounge
 - ◆ Tuesday, Nov. 28, noon to 1 p.m.: Foothill Campus, CEC-220
 - ◆ Tuesday, Nov. 30: noon to 1 p.m.: Colorado Campus, Creveling Lounge

VI. ADJOURNMENT

- Meeting adjourned at 1:55 PM.

Following adjournment, teams will continue working on the Student Services Unit Reviews and begin working on the Math and Computer Sciences, Natural Science and Health Science Unit Reviews