



Pasadena City College

Institutional Effectiveness Committee

Broad Recommendations

January, 2013

Issue 1

The Institutional Effectiveness Committee (IEC) provides a forum for college representatives to participate in the coordination and evaluation of evidence-based institutional program review to determine effectiveness. The IEC evaluates program reviews in the context of the college's mission and educational master plan and makes recommendations that support student access, learning, and success. Ensuring students are served by PCC programs and the college mission

Membership

Co-Chairs:

Shelagh Rose, Academic Senate

Dr. Cynthia Olivo, Management

Representatives:

Krista Goguen, Library

Stephanie Fleming, Performing & Com. Arts

Sonya Valentine, Natural Sciences

Cecile Davis Anderson, Counseling

Terry Stoddard, Kinesiology

Otilio Perales, English

Andrea Murray, Social Sciences

Carla Christensen, Health Sciences

Shelagh Rose, Languages

Jamal Ashraf, Math & Computer Sciences

Salomon Davila, E & T

Dan Raddon, Business & Computer Technology

Carlos Altamirano, TLC

Jeff Hupp/Lorig Gabrielian, Counseling

Gloria Wong, Library

Carrie Afuso, Student Affairs

Diane V. Corral, Associated Students

Management

Joe Futtner, Division Dn., Visual Arts and Media
Studies Division

Jim Arnwine, Division Dn., Performing & Com. Arts
Division

Crystal Kollross, Interim Director, Institutional Effectiveness and
Enrollment

RESOURCE EXPERTS

David Colley, Interim, Enrollment Manager, Planning Analyst

Matt Jordan, Interim Associate Dean, General Education and Program
Review

Curriculum & Instruction Committee

- Create a rubric for Program Creation. Similar to the Rubric designed for Program Review to determine whether a program should be created in the first place. Questions such as, “Is the program proposed responding to job demand, marketplace needs, transfer program opportunities, etc?”
- Evaluate unit requirements of certificates and potentially lessen number of units needed to increase completion
- Create stackable certificates
- Curriculum proposals should incorporate the concepts explored in Program Review “introduce, practice, reinforce outcomes”
- Link IEC recommendations with the curriculum process

Office of Instruction

- Provide support for faculty writing program reviews, conducting assessment, implementing innovation in curriculum and pedagogy by hiring a dedicated position
- Create a web page with useful tools for faculty to use for Program Review, Assessment, General Education Outcomes
- Implement Strategic Enrollment Management to offer the courses students need when they need them to address completion

Program Coordination

- Provide release time for Faculty Program Coordinators to help with program review, track students through capstone completion and graduation, work with Advisory Committees, and implement program improvement plans.

Professional development

- Need for assessment support

- Regular professional learning workshops on SLO development, assessment and program review (Academy of Professional Learning proposal; GE Colloquiums; Flex Day)

Budget & Resource Allocation Committee

Facilities and technology

- Budget for Smart Classrooms and regular maintenance (Smart 18)
- Develop process for allocation of funds in alignment with Program Review Outcomes for CTE programs (New CTEA process)

IPRO/Student Services

- Comprehensive method for tracking of students completing certificates and degrees
- Mechanism to track the intent of students who register for specific courses within a program but do not complete programs (Banner Relationship Management)
- Institutional support for surveys of students, alumni, and employers
- Track job placement (Banner Relationship Management)
- Survey students in first semester as to why enrolled
- Create online application for Certificate and Degrees

CareerTech

- Hire CTE leader
- Create application process for CTE programs
- CTE Program Redesign Professional Development
- Easier method to market programs to students (Instant Info)
- Use Career Center Job Listing (LancerJobs) data to inform CTE program needs
- Help graduating students obtain internships and jobs through partnering with the Career Center Job Fair

