

INSTITUTIONAL EFFECTIVENESS MEETING



El Camino College
Compton Center

May 23, 2013 Minutes
1:00 pm – 2:00 pm
Library

Type of meeting: Institutional Standing Committee Facilitator: Wanda Morris & Felipe Lopez
Recorder: Lillie Rodgers

Attendees

Ikaweba Bunting Paul Flor Wendy Johnson Jamie Floriman
 Nehasi Lee Felipe Lopez Amankwa McKinzie Wanda Morris
 Chelvi Subramaniam Abigail Tatliliogu Lillie Rodgers

Other Guests: **Harvey Estrada, Mandeda Uch**

	DISCUSSION	ACTION
I. Information Items A. Notes: May 9, 2013	May 9, 2013 were reviewed and discussed by committee. Motion & seconded by Subramaniam/Tatliliogu for approval w/minor corrections.	May 9, 2013 minutes were approved with minor corrections.
II. Discussion Items A. Music Program Review B. Student Success Plan	<p>A. The following recommendations were made regarding the music program review: they had no cover, authors should be added in appropriate place, page 6 & 7 tables but no descriptions, an analysis should be written supporting the data, Page 4 & 5 relocated and blended into section 5, Page 4 should include staffing, they should mirror the template, equipment should be blended, document not organized, faculty members s and not faculties, eliminate major gaps throuh document, & SLO's font should be changed. The authors should be listed. They should show growth, comparison and contrast. It is up to themn how they present the information. They should include cost, facilities, staff, and prioritize. The goals should line up data. They should find the trend in data to support their request. They will be sent the correct template. The document is not cohesive. Good information, just not in right places.</p> <p>B. Deferred until next meeting.</p>	<p>A. The committee agreed that the faculty members had done a great job. The document was not cohesive and corrections should be made. It should be bought back on June 30. Thank them for attending. Great colloborative effort. The final document is due back by June 30, to close them out.</p>

<p>III. Proposed agenda items for next meeting</p> <p>A. Next cycle of Program Review</p> <p>B. Review revised Program Review Template</p>	<p>A. During the next cycle of Program Review, the process will change. They will be reviewed by the Dean first, the Senate, and then the Council. .</p>	
<p>IV. Next Meeting Scheduled: Fall 2013</p>	<p>Meeting adjourned @ 1:35 pm</p>	

Minutes respectfully submitted by Lillie Rodgers

5-23-2013