

INSTITUTIONAL EFFECTIVENESS MEETING



El Camino College
Compton Center

April 9, 2015 Minutes
1:00 pm – 2:00 pm
Board Room

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

Attendees

Paul Flor Felipe Lopez Amankwa McKinzie Joshua Meadors Danielle Moore
 Wanda Morris Kendahl Radcliffe Dr. Hoa Pham Gregory Walker Gloria Hughes
 Lillie Rodgers, Note Taker

Other Guests:

	Discussion	Outcome
I. Information Item A. Welcome B. Notes March 12, and March 26, 2015	A. Members are not showing up for meetings. This is important committee and we need their participation. This is a significant component of Accreditation and we can't fail in Program Review. FCMAT will be here April 21. B. Notes were deferred.	A. The Chair stressed the importance of members attending the meetings. B. Notes were deferred.
II. Discussion Items A. Chemistry 2013-2014 Program Review	A. Page 3, last paragraph, move the first 2 sentences to staffing and the rest to Student Learning Outcomes. Page 6, the margins are off, push chart down. Whenever the partnership is mentioned they need to go into more detail. The rationale is not good on the last paragraph. Success rates to be reworded. Page 10, the second bullet should be moved to section 5, page 14. Page 12, B. add the table that will represent this timeline. Remove or reword #4, Item V. Recommendation #1 not specific enough. All cost affiliated with recommendation should be included. Page 14, Item V, Facilities and Equipment #4 to be removed or reworded. The recommendations are not specific enough and should include costs. Page 15, 1 st paragraph "in the back" not "on the back". Page 15, Staffing, include more information about technician. The third paragraph should be removed or reworded. All costs associated with staffing should be listed. They should be more specific	Page 3, last paragraph, move the first 2 sentences to staffing and the rest to Student Learning Outcomes. Page 6, the margins are off, push chart down. When the partnership is mentioned go into details. The rationale is not good on the last paragraph. Success rates to be reworded. Page 10, the second bullet should be moved to section 5, page 14. Page 12, B. add the table that will represent this timeline. Remove or reword #4, Item V. Recommendation #1 not specific enough. All cost affiliated with recommendation should be included. Page 14, Item V, Facilities and Equipment #4 to be removed or reworded. The recommendations are not specific enough and should include costs. Page 15, 1 st paragraph "in the back" not "on the back". Page 15, Staffing, include more information about technician. The third paragraph should be removed or reworded. All costs associated with staffing should be listed. Page 16,

	about their needs and why. Page 16, Item VIII, supporting documentation should be included to substantiate the recommendation.	Item VIII, attach supporting documentation.
III. Next Meeting Scheduled Date: Thursday, 4/23/2015 Place: Board Room Meeting Adjourned	Next cycle of Program Reviews	Meeting adjourned at 1:55p.m.

Minutes respectfully submitted by Lillie Rodgers

3/26/2015