



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Accreditation Standing Committee

Tuesday, November 13, 2018 3-4:30pm

Room: G1 Conference Room

Co-Chair:

Crystal Kollross

Name of Person Taking Notes:

Lucky Springfield

Co-Chair:

Lynora Rogacs

MEETING NOTES:

In Attendance: Crystal Kollross, Lynora Rogacs, Bethany Stump, Carrie Starbird, Jeannie Sullivan, Jessie Wang, Krista Goguen, Matthew Henes, Shelagh Rose

I. Call to Order

- L. Rogacs called the meeting to order at 3:08 PM.

II. Welcome New Members

- L. Rogacs welcomed Shelagh Rose to the committee.

III. Approval of meeting notes from September 09, 2018.

- Motion to approve: S. Rose. Second: J. Sullivan. Approved.

IV. ISER Training Reflection/Comments

- L. Rogacs gave a thank you to C. Kollross for arranging the ISER training.
- Committee expressed their over-all positive thoughts on the ISER training and mentioned the idea of another group event to get more in depth.

V. Old Items: Timeline Review and Possible Revision

- Committee reviewed the Standard Co-Chairs responsibilities of recruiting writing groups, accumulating evidence, and the writing process.
- Standard Co-Chairs:
 - ❖ Standard I: C. Starbird, N. Russell
 - ❖ Standard II: J. Archibald, M. Henes
 - ❖ Standard III: J. Wang, K. Goguen
 - ❖ Standard IV: S. Rose, D. Albright, (need to recruit a third chair)
- Committee reviewed, discussed, and made edits to the PCC ISER timeline.

VI. New Items with Possible Actions

- a. Senate presentation
 - C. Kollross was asked to do a small presentation for the Senate. Committee gave their suggestions of what to present.
- b. Standard III Study
 - Places to look for evidence:

- III.A.1: EEO training, EEO plan, materials from the EEO training, Equivalence Committee, rubrics, HR minimum qualifications publications in HR, Faculty hiring AP 7210, recruitment plan for Administration and Faculty, job fairs, places for advertisement of staff, PCC website for job description, application process on website, and the process in hiring the PCC president.
- III.A.2: Equivalence training, minimum job qualifications, and screen rubrics.
- III.A.3: Same as III.A.2, but for administrators.
- III.A.4: HR, equivalence committee training and accrediting service.
- III.A.5: HR has more records of evaluations from the managers, the 360 evaluations, and reach out to Bob Blizinski in HR.
- III.A.7: Use the FON, programs with full-time faculty, and the faculty prioritizing process.
- III.A.8: Orientation, Flex day, new Faculty mentoring program, Adjunct integrations plan, Academic Senate, Adjunct accessing the Academic Senate for conference attendance, five Adjunct members on the Academic Senate, and committee for Adjunct issues.
- III.A.9: Department division rosters, program reviews, and vacancy fill rate.
- III.A.10: Organizational chart.
- III.A.11: Faculty Contract, handbooks, HR website, management handwork, and classified handwork.
- III.A.12: EEO training, program review, new center for PD and Equity.
- III.A.13: Req. 4 and code of ethics.
- III.A.14: Flex day, hired a director, evaluation component, calendar for professional development, funding for faculty conference attendance, records of professional development from Campus Use, training for annual updates, ask all departments to list out professional development, contact deans to get lists, QFE, At One, Lynda.com, work with Jason Robinson.

VII. Announcements – None.

VIII. Adjournment

- Meeting adjourned at 4:33 PM.