



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Accreditation Standing Committee

Tuesday, December 11, 2018 3-4:30 PM

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, Jeffry Archibald, Jessie Wang, Krista Goguen, Matthew Henes, Natalie Russell, Shelagh Rose

I. Call to Order

- L. Rogacs called the meeting to order at 3:09 PM.

II. Approval of meeting notes from November 13, 2018.

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

III. Report Out on Writing Group Formation Progress

- Committee shared their progress of meeting with each other, identifying who they will reach out to for their sub standards, creating a google docs account, and needing guidance how/when to reach out to individuals for evidence.
- Standard Co-Chairs update:
 - ❖ Standard I: N. Russell, S. Valentine, M. Palacios, M. Anderson
 - ❖ Standard II: J. Archibald, M. Henes
 - ❖ Standard III: J. Wang, K. Goguen, B. Stump
 - ❖ Standard IV: S. Rose, C. Starbird, D. Albright

IV. Identify Resources Needed for Winter Work

- Committee requested a templet letter to reach out to individuals for evidence and a templet letter to help ask for writing groups.
- Set up Canvas accounts for committee to load and retrieve templets.

V. Continue Standard III Study

- Places to look for evidence:
 - III.B.1: Facilities inventory, reports from Safety and Security walk through, teacher evaluations, Facilities program review, Facilities plan, Centennial master plan, the new FMP, maintenance protocol, annual updates, Facilities requests, and program review out of Help desk.
 - III.B.2: Facilities master plan, PCC North West plan, U building is going down this summer 2019 plan, Facilities master plan advisory group minutes, Success center, Career center, Completion center, Success redesign working group center plan, Veteran center, Writing center, and Safe Zone center.
 - III.B.3: Use and occupancy reports from Facilities, reports on the state of Facilities equipment physical assets, Campus Use plan, Facilities annual updates, Facilities plan, new master plan, and President's office for information on the proposed bond.

- III.B.4: Richard Storti and Richard Laret.
- III.C.1: Technology master plan, Candace Jones, Joyce Miyabe, Matthew Kiaman, professional support, new hires for online distance learning, District Technology committee, Distance Education committee, and professional support reports to helpdesk.
- III.C.2: Matthew Kiaman for refreshed schedule, action item in the midterm report, and technology survey.
- III.C.3: ITS, cloud based backup program documents on the midterm report, technology replacement at Rosemead, Foothill and PCC North West sites. Rave alerts, automotive electrical, instructional technology in nursing, dental and auto class. Technology in chemistry and physic labs. Discussion between the sciences departments and architects for to the U building air flow, additional elevators, etc.
- III.C.4: Professional development presentations, Flex day, campus workshops, PCC connect, trainings on TaskStream, web trainings, shared governance app training on the website, Helpdesk, Canvas support, Banner training, Argos training, Kronos training, and Joyce Miyabe.
- III.C.5: New BP passed on accessibility, mid trim report action item referring to acquiring material that are 508 compliant, Technology master plan, policy and procedures by Matthew Kiaman, and policy on drones.
- III.D.1: Annual finance reports, audits, budget allocation process, intergraded planning process, BRAC, Chedva Weingart, and Richard Storti.
- III.D.2: Board policies and procedures, Chevda Weingart, budget quorums, board policy on budget reserves, intergraded planning process, intuition mission, fall planning retreat, spring budget retreat, minutes from finance committee meetings, and minutes from the Board's subcommittee meetings.
- III.D.3: Annual update, fall planning retreat, spring budget retreat, BRAC, Board of Trustees meetings, and documents on budget development process.

VI. Announcements

- Starting March 12th, 2019 the Accreditation Standing committee will be meeting at a new time, 9:30 AM – 11:00 AM. Meeting dates have not changed.
- L. Rogacs and C. Kollross will be putting together a presentation for the ACCJC conference in the spring.

VII. Adjournment

- Meeting adjourned at 4:07 PM.