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PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Accreditation Standing Committee

Date: Tuesday, November 5 9:30-11:00 AM

Room: G1

Name of Person Taking Notes: C. Kollross/T. Alvarado

Chair(s):

Crystal Kollross

Thea Alvarado

In Attendance: C. Kollross, T. Alvarado, B. Brown, A. Joseph, B. Stump, C. Starbird, C. Theung, J. Sullivan, J. Wang, M. Henes, M. Anderson, W. Butler, D. Colley

I. Review and approval of meeting notes from October 22, 2019 1stB. Brown, 2nd M. Anderson,
Approved C. Starbird-abstained

II. Information Items

Standard Chairs Update

Standard 1- M. Anderson

Have evidence for every standard, dividing work between 3 members of writing group. They are starting their narrative in 2-3 weeks. D. Colley has enough evidence to start writing now.

Standard 2- Carrie and Matt

- They have people that are starting on substandard B.
- All evidence has been collected for each of the three sub standards.
- Matt has started writing substandard A. Carrie will reach out to the team working on substandard C.
- Crystal stated that in Spring 2020 it will be ok to roll out pieces of the standards for public comments piece by piece, or as they are ready for review. We don't have to put the entire document out on the web site for third party comments all at once.
- Matt asked if we need to include all 15-18 support centers in the narrative. Crystal recommended to give an overview or general format of what happens in the centers, but to focus on the five main ones.

Standard 3 – Jessie Wang

- Now has faculty co-chair – Daisuke Yamaguchi
- Tooktook is working standard 3A Human Resources
- Jeanie Sullivan will be working on the facilities substandard
- Jessie stated that they pieces of evidence for all 4 sub standards, she estimates that the have over 50% of evidence already gathered to get what we need done.
- Crystal will reach out to Richard Laret in Facilities to get more information on the Facilities Master Plan (FMP) that is currently underway. In particular, they need more information on the

FMP, which is slated to be completed by the end of spring 2020. Jessie estimated that half of the Facilities sub standard is dependent on the FMP information. Crystal recommended focusing on the process we are currently undergoing to develop the FMP as well as the final product.

Standard 4- S. Rose

- Lynora is working on a draft of the 1st bullet point as a model for others to follow.
- They have a schedule for completion, with a plan to finish by Dec 26th. They are feeling good about it.
- They do need to meet with our ASC Board of Trustees of member B. Brown.
- They still need data from OIE on Board communication and policies related to governance. Trustee Brown will help with Board communication, and Alex and Dr. Endrijonas can assist as well.
- Writing teams can reach out to Dr. Endrijonas directly.

III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

- a. Institutional Set Standards – review of what was decided at the previous meeting. Crystal sent those out to the committee.
- b. Emergency Medical Technician (EMT) Licensure Pass Rate
Data on licensure pass rates for EMT were presented for EMT program. PCC has a high (96%) recent pass rate, with credit to Barry Jensen, the faculty coordinator. Another new full time faculty member was hired for the program this year.
Trustee Brown suggested 80%. D. Colley pointed out that 80% seems to be the average for other colleges listed in the handout.
C. Kollross said this can be revisited next year if necessary. A reminder that this is the floor or the rate we don't want to go below.
Shelagh Rose moved to set the Institutional Set Standard to 80%. 2nd B. Brown Approved.
- b. Administration of Justice Job Placement Rate
 - Crystal clarified that every college the student attended the year prior to their exit gets credit for the employment outcome.
 - The program does have one full time faculty member
 - Matt thought our current job placement numbers were high and he was curious what students are getting employment in. The CTEOS survey says about 38% of the students who responded to the survey, are getting employment in their field of study. Current job placement rates are high but students are not necessarily being employed in their field of study.
 - Committee discussed the 85% rate and its significance. Including supply and demand numbers.
 - Matt made a motion for 85%. 2nd Jeannie Sullivan. Carrie Starbird mentioned a point of information that the 3-year average is 83%
 - The committee approved agreed to set the Institutional Set Standard to 85%

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Commission Policies

a. Transfer of Credit

- Transfer of Credit- What do we have that is equivalent at PCC?

- Crystal expressed concern that we may not have sufficient policies in place to meet the standards for this commission policy. We do have some transfer of credit APs in place, but do we have something in place specifically regarding transfer-of-credit from other community colleges. Student Services may need to take a look at this. J. Sullivan says it is happening but not sure if we have anything specifically about community colleges.
- Shelagh will refer this BP/AP to Myriam Altounji on Educational Policies Committee for the Academic Senate for follow-up. Shelagh will look at both 4050 and 5010 to make sure that they include transfer of credit to PCC.

b. Distance Education and Correspondent Education

- Distance Education and Correspondence Education- T. Alvarado said the DE committee is updating the AP and BP on Distance Education. It's in the early stages
- Crystal requested that we discuss the definition of correspondence education in the AP and the ISER narrative and specify why we do not have correspondence education at PCC.
- T. Alvarado stated that the state is currently in the process of updating their policies on DE and we are waiting for them to provide guidance.

There was a request to do presentation on Accreditation to Classified Senate.

V. ANNOUNCEMENTS

- Associated Students is having Homecoming week activities in the quad
- Crystal will be meeting with Associated Students tomorrow to discuss Accreditation.
- Melissa expressed interest in having another person on the Standards 1 writing team.
- Crystal recommended Tanysha for Standard 2 because of her expertise in CTE.

VI. ADJOURNMENT



Member Notes: