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PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Accreditation Standing Committee

Date: Tuesday, November 19, 2019 9:30 AM-10:30 AM

Room: G1

Name of Person Taking Notes:

Chair(s):

Crystal Kollross

Thea Alvarado

Present: Crystal Kollross, Thea Alvarado, Audrey Joseph, Bethany Stump, Berlinda Brown, Carrie Starbird, Chris Theung, Jeannie Sullivan, Jessie Wang, Lynora Rogacs, Matthew Henes, Melissa Anderson, Natalie Russell, Shelagh Rose, Walter Butler, Cynthia Olivo, Terry Giugni

Called to Order at 9:40 am

I. Review and approval of meeting notes from November 5, 2019

1st Shelagh Rose. 2nd Walter Butler Approved. Abstained: Lynora Rogacs, Matthew Henes

II. INFORMATION ITEMS

1. Standard Chair Updates

a. Writing Team Members

Standard I- Mission Melissa Anderson

- Writing team: sent out request, Jennifer Fiebig will take on writing one microstandard.
- There is interest in taking on student members to help with Standard I.
- David Colley is also working on microstandards.
- Crystal asked Chris (student member) to recruit a student to help with writing. He will work with Melissa to narrow down a list.
- Natalie and Melissa met to divvy out writing tasks.

Standard IIA- Instructional Programs

- Matt is writing up IIA. He has been making progress.
- Microstandards 14 and 16 are being handled by Tanysha and Kahlil Ford, but Matt is writing the others.
- IIB is being written by Ken Simon and Rob Lee. Matt has shared evidence and templates with them.
- Jeff Hupp and Lily Tran are taking on IIC. They also have the available evidence from Matt.
- Rob Lee asked if they could see the previous IIB, but Matt prefers that they work on what is relevant now. Crystal agreed that they should base it on their perspective now.
- Matt thanks Carrie for recruiting the writing teams. Chris is the student member.
- Crystal reiterated that we should recruit another student to help.

Standard III- Jessie Wang provided the update

- Standard IIIA- HR Piece, Tooktook is working on it with the goal to finish by Thanksgiving.
- Standard IIIB met with Richard Laret and Mike Bush, they were able to provide a lot of the details and will be sharing evidence in the next few days.
- IIIB- Jeannie Sullivan has joined the writing team to help out.
- IIIC- Technology piece. Dice and Bethany are working on this.
- Group meetings on Friday to work on Standard III.
- They have most of the evidence, but are still waiting on some evidence from ITS that they are working on.
- Jeannie Sullivan recommend Linda Valencia from Facilities to help with Standard IIIB. Jessie said she is already providing evidence.
 - Crystal recommended that Linda and Richard review the Facilities section after it is written.

Standard IV- Leadership and Governance

- Shelagh and Lynora are dividing up the work for A.
 - B will need some coordination with President's Office. They hope to write it up and vet it with Erika. Trustee will assist.
 - 4D- irrelevant piece for PCC.
 - Richshell is also on their writing team. Shelagh will reach out to Richshell.
 - Crystal will be owing evidence on IIIB on providing minutes for college council meeting, but these are already posted online.
- Crystal reminded members that Rosemead, PCC, and Foothill Northwest will need to be weaved throughout the writing.
 - ERs that need to be included in the standards. Crystal will bring these to the next meeting for a reminder. Standard I Catalog has a big eligibility piece.
 - Matt seeks to send one or two sections to Crystal and Thea to ensure that the scope so far is correct. Jessie asked for clarification on length of time to include. Crystal will look into it.
 - Gohar Momjian is coming on 12.2.19. She will spend time with us in the afternoon, and will attend the Academic Senate. Lunch will be served. Crystal will send an announcement/ invitation. This is a good opportunity to ask questions for clarification to our partner at the ACCJC.
 - Crystal thanked Dr. Olivo for joining us, and for sending Lily and Jeff as writers.

III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Commission Policies

a. Policy on Student and Public Complaints Against Institutions

- Crystal highlighted that in paragraph 2, the commission will not act as a court of appeal. Takeaway: they deal only with issues that pertain to the standards.

b. Policy on Institutional Advertising, Student Recruitment and Representation of Accredited Status

- Thea asked if Third Party Comments would be collected by the ACCJC, or by us. Crystal responded that it is our responsibility to solicit Third Party Comments. They do not need to be shared with the ACCJC, we just need to show that we collected them.
- The phrase “fully accredited” should be avoided, since an institution is accredited or it is not.
- Lynora brought to our attention that the Accreditation website needs to be updated to avoid this language. Crystal and Thea are working to update the website.

V. ANNOUNCEMENTS

- Matt- STEM banquet Dec 6th, 5pm-9pm.
- Shelagh- Professional Development events are coming up.
- Pathways Conference- lots of judges are needed.
- Lynora- Student Juried Art Show in the Boone Family Gallery on Thursday.
- Cynthia- it is transfer season. On the yard we will have a number of transfer staff. Wednesday of this week, Jimmy Vallarde from The Late, Late Show will be here from 12pm-2pm in David Uranga’s class. D203 will have Q&A.
- Terry- pre-season for faculty hiring. 25 faculty hires have been prioritized. 5 of those will be advertised as anticipated. FON requires 16. There may be more notifications of retirement between now and the end of April. We expect to be able to hire all 25.

VI. ADJOURNMENT -10:05 am