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**PASADENA CITY COLLEGE MEETING AGENDA and NOTES**

**Title of Meeting / Committee Name:** Accreditation Standing Committee

**Date:** Tuesday, February 25, 2020 9:30-11:00 AM

**Room:** G1

**Name of Person Taking Notes:** Jennifer Alvarez

**Chair(s):**

Thea Alvarado

**MEETING NOTES**

**In Attendance:** Thea Alvarado, Berlinda Brown, Walter Butler, David Colley, Matthew Henes, Audrey Joseph, Lynora Rogacs, Shelagh Rose, Carrie Starbird, Bethany Stump, Jessie Wang

T. Alvarado called the meeting to order at 9:36 AM.

**I. Public Comment on Non-Agenda Items – None.**

**II. Review and approval of meeting notes from November 19, 2019.**

- Motion to approve as amended: L. Rogacs. Second: S. Rose. Abstain: M. Henes. Approved.

**III. Time was provided for members to discuss items not on the agenda.**

- The committee discussed the funding and resources for the Pathways Program and if changes need to be made.
- The committee discussed publications required by the ACCJC which depict student outcomes and asked when they will be submitted to the Board for review.
- T. Alvarado indicated that there is a proposed timeline for ISER review.

**IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION**

1. Update on missing standard sections

- Standard I- Melissa and Natalie not in attendance.
- Standard II- M. Henes indicated that the first draft of the standard is done.
- Standard III- J. Wang indicated that the first draft of Standard III is done.
- Standard IV- S. Rose indicated that Standard IV should be complete by the end of next week.
- T. Alvarado shared that once the edits have been compiled for Standard II they will be reviewed at the next meeting.
- The committee reviewed and discussed the introduction section.
- T. Alvarado discussed writing teams and explained that anyone who contributed data and ideas should be included on the list. She asked the committee to email her and

Crystal with this information.

2. ISER Timeline and site visit dates—March 8-12, 2021

- T. Alvarado announced visiting team and presented the ISER timeline. She stated that it has to be submitted to the ACCJC in December. This provides time to get it through review process.
- The introduction of the ISER will be presented for public comment this week and a link will be located on the PCC homepage. An email address, [accreditation@pasadena.edu](mailto:accreditation@pasadena.edu) will also be set up for comments.
- Standards II and III will be reviewed at the next committee meeting and through this process, the committee needs to produce action items.
- T. Alvarado announced that she and Crystal will be presenting on March 12<sup>th</sup> to make the community aware that these sections are being made available for public comment. The last two standards will be brought to the committee for review on March 24<sup>th</sup>. The entire document should be available for online review by the end of March.

**V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION**

1. Meeting day and time for spring 2020

- T. Alvarado Reviewed times available to potentially reschedule Accreditation Standing Committee meetings for the spring semester due to a request by a committee member.
- Committee discussed the available times. T. Alvarado stated that a Doodle poll will be sent to determine if there is a time and day that would work for the committee.

2. Review Introduction section of ISER

- The introduction section was sent to Dr. Endrijonas before it was sent to the committee. She made minor changes that will be incorporated in the draft that will be posted for review.
- T. Alvarado indicated that the table of contents is not accurate and will be changed.
- T. Alvarado announced that evidence editing will happen during the summer.
- Committee reviewed electronic version and discussed changes that will be incorporated on the document:
  - Headcount numbers will be updated.
  - Hyperlinks will be added.
  - PCC Catalog information will be updated.
  - Administrative Procedure 4105 and those related to distance education will be updated.
- The committee discussed further edits to the document and T. Alvarado documented the changes. Edits made during the meeting are not in the version for public comment. They will be made for the second draft, together with public comment edits.
- T. Alvarado indicated that the language in the document was borrowed from different areas and that the links in the introduction section will need to be removed.

3. Description of evidence pages in Canvas



- T. Alvarado announced that she and Crystal have been in contact with one of the vice presidents from ACCJC. Explained that the evidence list should include a description of the evidence. Asked writers to include a description of the evidence by the end of the semester.

#### **VI. ANNOUNCEMENTS**

1. S. Rose announced the launch of the career community model on Tuesday, March 10<sup>th</sup> from 11:30am- 1:30pm and Wednesday March 11<sup>th</sup> from 3:30pm-5:30pm.
2. B. Brown praised the committee for doing a great job.

#### **VII. ADJOURNMENT – 10:17 AM.**

**Member Notes:**