



Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.

PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Accreditation Standing Committee

Date: Tuesday, March 10, 2020 9:30-11:00 AM

Room: G1

Name of Person Taking Notes: Jennifer Alvarez

Chair(s):

Crystal Kollross

Thea Alvarado

Meeting Notes

In Attendance: Walter Butler, David Colley, Matthew Henes, Audrey Joseph, Crystal Kollross, Lynora Rogacs, Natalie Russel, Carrie Starbird, Bethany Stump, Jessie Wang, Dice Yamaguchi

C. Kollross called the meeting to order at 9:32 AM.

I. Public Comment on Non-Agenda Items

II. Review and approval of meeting notes from February 25, 2020

1. Motion to approve: W. Butler. Second: J. Wang. Approved.

III. DISCUSSION AND POSSIBLE ACTION

1. Review Standard II

- W. Butler discussed the evidence for the standard and that the guide has a different structure. The evidence for the standard addressed is not explicit. He suggested links to different documents. He also saw a gap in employment. C. Kollross indicated that information about employment would be added and that the results of the CTO survey can be used as evidence.
- L. Rogacs indicated that there will be a CTE presentation to the board. C. Kollross said this could be included as well.
- C. Kollross explained that the first paragraph should include information primarily about curriculum and instruction.
- L. Rogacs explained that the list of assessment coordinators is on the ALC and that faculty SLO leads have access to the participation reports. She will send evidence of assessment of regular learning outcomes to C. Kollross.
- The committee discussed adding more information about C & I in II.A.1 and moving the first paragraph in II.A.2 to II.A.1. C. Kollross explained that additional examples of comprehensive program reviews should be added. D. Colley indicated that they can be found on the Integrated Planning website.

- The committee discussed how to incorporate evidence that the fields of study provided align with the mission of the college. C. Kollross suggested adding links and screenshots.
- C. Kollross discussed adding a paragraph and a link on employment. The results of the CTO survey will also be included.
- C. Kollross indicated that M. Anderson suggested adding a link to the template for program review in addition to the sample program review. D. Colley suggested using the PDF version of the program review.
- The committee discussed the list for assessment coordinators. L. Rogacs indicated these are the members of the Learning Assessment Committee.
- Based on M. Anderson's notes, C. Kollross suggested adding a sample of the SLO participation report as additional evidence for the standard and regularly assessing learning outcomes.
- The committee discussed pre-collegiate curriculum and college-level curriculum. C. Kollross explained that pre-collegiate courses are not degree or certificate applicable.
- M. Henes asked if the campus differentiates between collegiate and non-collegiate courses. D. Colley indicated that these courses are tagged in Banner. C. Kollross explained that all courses offered from 001 to 099 are eligible for transfer. The committee confirmed that courses above 099 can apply to a certificate.
- The committee discussed pre-collegiate courses in the catalog. L. Rogacs explained that there are pre-collegiate courses in the sequence.
- The committee discussed changing "general education" to "meeting student's educational needs".
- C. Kollross indicated that information would be added regarding the high school diploma program.
- The committee discussed using the term "sequence" to refer to levels 1 through 5 of ESL courses. The committee discussed how students move from pre-collegiate courses to transfer courses in the English discipline. Prerequisites for English 1A include an ESL course. ESL levels 1-3 are pre-collegiate which help advance students to, and succeed in, college-level curriculum in levels 4 and 5. The committee discussed the COR for levels 3 and 4.
- C. Kollross explained that basic skills courses are tagged in Banner with a tag by the Chancellor's Office but the student would not see this. M. Henes confirmed that the college distinguishes between pre-collegiate and collegiate curriculum.
- W. Butler asked how students are being directly supported. D. Colley explained that the curriculum itself is supporting students from pre-collegiate to collegiate.
- C. Kollross suggested including information about the passage of AB 705 and how this has affected student placement in pre-collegiate course sequences. Pre-

collegiate courses are only offered in ESL. All students entering the college are considered college-level. The numbering system does not need to be included.

- C. Kollross asked N. Russel to send the CORs for levels 3 and 4.
- L. Rogacs suggesting adding Argos and student demand report that is used to add last minute classes. This assists students with completing their degrees in a timely manner.
- The committee discussed further edits to the document and C. Kollross documented the changes.
- W. Butler will provide press release as evidence of national recognition.
- The committee discussed how the college provides professional development and how this makes the classroom more equitable. It was suggested that links to the workshops be added.

2. ASC meeting day and time

- C. Kollross announced that the Accreditation Standing Committee meetings would remain as scheduled.

3. Third Party Comments- available online

- C. Kollross announced that third party comments are available on the web. Sections will be posted as the committee reviews them. The next section that will be posted is Standard II.

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Campus Accreditation Handbook

- C. Kollross asked the committee to begin thinking about what to include in the accreditation guide. She will send the PDF and the revised draft to the committee.
- C. Kollross asked the committee to be prepared to finish the rest of standard in two weeks. She asked the committee to send comments ahead of time and she will provide the updated version for the next meeting.

V. ANNOUNCEMENTS- none

VI. ADJOURNMENT – 10:59am.



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Member Notes:

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