



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, April 7, 2020 9:30-11:00 AM

Room: Via Zoom

Name of Person Taking Notes: Jennifer Alvarez

Chair(s):

Crystal Kollross

Thea Alvarado

Meeting Notes

In Attendance: Thea Alvarado, Melissa Anderson, Berlinda Brown, Matthew Henes, Audrey Joseph, Crystal Kollross, Cynthia Olivo, Shelagh Rose, Natalie Russel, Carrie Starbird, Christopher Theung, Jessie Wang, Daisuke Yamaguchi

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

I. DISCUSSION AND POSSIBLE ACTION

1. Review Standard II

- C. Kollross explained that the standards will be divided into sections and the committee will meet every week for the next couple of months to discuss them.
- C. Kollross shared her screen with the committee to review the standard and explained that the committee would discuss each section and add changes or suggestions.
- The committee reviewed section II A.1.
 - i. T. Alvarado announced that the evidence is not linked up, ordered or numbered because the numbering system will change as evidence is added or taken away. She encouraged the committee to inform her and C. Kollross of suggested evidence and where it can be inserted.
 - ii. M. Anderson suggested adding evidence about how C&I conducts their review, such as the handbook.
 - 1. N. Russell suggested incorporating the (C&I) template. She will send the template to the committee.
 - iii. C. Starbird asked for clarification regarding the cyclical review of courses and program curriculum by C&I. The committee discussed this topic.
 - 1. The committee discussed the curriculum software and consent calendar items.

- a. M. Henes explained that the committee might want to be in contact with Sharon regarding consent items for non-changes to course and program curricula.
2. M. Henes explained that the six-year cycle and the two-year cycle are additions to AP 4020.
 - a. N. Russel suggested incorporating this into the document.
3. The committee discussed faculty course review.
4. C. Kollross clarified that C&I reviews all courses and program curricula to ensure applicability to higher education standards and alignment with the college mission.
 - a. M. Henes suggested adding the orientation or review template as evidence.
- iv. D. Yamaguchi and C. Starbird suggested edits and C. Kollross incorporated these changes into the document.
 - v. S. Rose indicated that there should be more detail about what parts of instructional programs are reviewed and what the data sets are in the program review process.
- vi. C. Kollross explained that she referenced the guide for providing evidence after Walter made suggestions. There will be a reference to the introduction section on degree and certificate completion, transfer numbers and job placement.
- The committee reviewed section II A. 2.
 - i. S. Rose indicated that more information should be included about the components of the program review process.
 - ii. C. Kollross asked if there should be less information about C&I and more information about what the review process is. S. Rose agreed and indicated that student achievement data should be included as well. C. Kollross explained that she and T. Alvarado would incorporate these changes.
- The committee reviewed section II A. 3.
 - i. M. Anderson suggested including program outcomes added to the program review where faculty have to add data. This will begin in the fall.
 - ii. The committee discussed including information about division level coordinators and course assessment.
 - iii. The committee discussed adding information about the assessment of degrees and certificates by including additional information about the Institutional Effectiveness Committee.
- The committee reviewed section II A. 4.

- i. C. Kollross and T. Alvarado explained that this section is referring to math, English and ESL.
 - ii. C. Starbird discussed pre-collegiate course, English 100, offered in fall 2018. C. Olivo indicated that she would confirm AS degrees require English 1A. The committee discussed editing the document to indicate full implementation in fall 2019.
- The committee reviewed section II A. 5.
 - i. M. Anderson suggested adding information about Title V as evidence. C. Kollross indicated that she and T. Alvarado would add a link to the Title V language.
- The committee reviewed section II A. 6.
 - i. The committee discussed course scheduling and that division deans create course schedules in conjunction with faculty coordinators. C. Kollross included this information in the document.
 - ii. S. Rose suggested adding a link to the program maps on the website and clarifying that all programs have a program map and that students have easy access to them. T. Alvarado and C. Kollross indicated that this information would be added.
- The committee reviewed section II A. 7.
 - i. C. Kollross suggested adding an addendum for changes that occur during this semester.
 - ii. S. Rose suggested adding information about the new faculty seminar and linking to the syllabus as evidence. She will send this evidence and language to C. Kollross and T. Alvarado.
- The committee reviewed section II A. 8.
 - i. C. Olivo discussed adding information about the Multiple Measures Committee. C. Kollross and N. Russell indicated that this has been addressed in Standard I.
- The committee reviewed section II A. 9.
 - i. The committee discussed including the edition of the PCAH and the page number.
- The committee reviewed section II A. 10.
 - i. D. Yamaguchi suggested adding information about articulation agreements with independent colleges.
 - ii. C. Olivo confirmed that there are articulation agreements with institutions in the AICCU. C. Olivo indicated that Cherise Amarian, the college articulation officer, can provide additional language for addressing this standard.

- iii. C. Kollross asked C. Olivo if she can inform Cherise that she will be reaching out to her. C. Olivo indicated yes.
- The committee reviewed section II A. 11.
 - i. The committee discussed the assessment of outcomes for all programs. Faculty have mapped course content to program-level SLOs that align with the college's GEOs, as appropriate.
 - ii. M. Anderson will send updated language for this standard.
- The committee reviewed section II A. 12.
 - i. C. Kollross asked M. Henes to provide update of BP 4025 and AP 4025.
 - ii. M. Henderson suggested asking the articulation officer to review the language and make any suggestions.
 - iii. The committee discussed adding information about other GE patterns.
- The committee reviewed section II A. 13.
- The committee reviewed section II A. 14.
 - i. The committee discussed the timeline for surveys conducted. C. Kollross will add a link to the survey and information about licensure pass rates.
- The committee reviewed section II A. 15.
- The committee reviewed section II A. 16.
 - i. D. Yamaguchi suggested adding information about CTE programs on the 2-year cycle.
 - ii. The committee discussed the curricular review and program review processes.
 - iii. The committee discussed the responsibilities of the Curriculum and Instruction Committee and the Institutional Effectiveness Committee.
- The committee discussed the improvement plans.
 - i. C. Starbird indicated that she will provide language for the improvement plan.
 - ii. C. Starbird discussed including language about creating a cycle for courses to go through the curriculum process.
 - 1. C. Kollross indicated that information about tracking the review process would be incorporated in the improvement plan.
- C. Kollross explained that she and T. Alvarado will make the suggested edits and will post the standard for third-party review.
- C. Kollross announced that the committee will meet in two weeks to review Standard 2. B. She asked the committee to email her and T. Alvarado with any suggestions.



- C. Kollross thanked the committee for their work.

II. ADJOURNMENT – 11:16 AM.