



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 21, 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, Walter Butler, Matthew Henes, Audrey Joseph, C. Kollross, Cynthia Olivo, Shelagh Rose, Natalie Russell, Carrie Starbird, Lynora Rogacs, Jessie Wang, Daisuke Yamaguchi

C. Kollross called the meeting to order at 9:35 AM.

I. DISCUSSION AND POSSIBLE ACTION

1. Review Standard II. B and II. C

- C. Kollross explained that the standards would be reviewed and edited for presentation at the Board of Trustees meeting in December. She asked the committee to submit their sections to her and T. Alvarado.
- The committee reviewed section II B. 1.
 - i. C. Kollross explained that the exact number of learning centers would need to be included.
 - 1. The committee discussed academic support centers and the related resources available to students
 - 2. A. Joseph indicated that she would communicate with I. Ocegueda regarding the number of learning support centers that provide tutoring, academic coaching, and counseling.
 - ii. M. Henes explained that PCC Connect, an early alert system, would be accessible to students. T. Alvarado added this information to the document. C. Olivo shared that students will be able to log in and request support.
 - iii. C. Starbird discussed the usage report and evidence of student support.
 - 1. The committee discussed online support.
 - iv. The committee discussed the lists provided as evidence.
 - 1. The list of staff and tutors will be removed.

- v. The committee discussed the roles of the Dean of the Library and the Dean of Academic Affairs.
 - 1. C. Olivo explained that the Dean of the Library oversees the library and distance education. The Dean of Academic Affairs oversees academic support.
- o The committee reviewed section II B. 2.
 - i. C. Kollross explained that the purchase lists would be condensed into one document.
 - ii. D. Yamaguchi asked if online resources could be incorporated.
 - 1. C. Kollross and W. Butler included this information under OER resources.
 - iii. W. Butler suggested including the library collections headlines document, a document used by the library to build their collection.
 - 1. W. Butler will send this document to C. Kollross and T. Alvarado.
 - iv. C. Starbird asked about the availability of specialized equipment across campus. C. Olivo listed the various locations where it is available.
 - 1. C. Kollross clarified that in collaboration with DSP&S, the library and other locations on campus provided access to specialized equipment and included this information in the document.
 - v. C. Starbird asked about verifying that Smarthinking software was chosen by the Distance Education Committee.
 - vi. C. Olivo explained that Smarthinking is activated in the evenings and weekends when students are not able to get tutoring on campus.
 - vii. S. Rose suggested adding information about faculty librarians.
 - 1. C. Kollross incorporated this information into the document.
- o The committee reviewed section II B. 3.
 - i. S. Rose suggested adding information about librarians attending the Annual First Year Pathways Student Research Poster Conference and assessing student learning outcomes.
 - 1. W. Butler will send the rubric to C. Kollross.
 - ii. C. Starbird suggested incorporating feedback from student tutoring sessions as evidence.
 - 1. C. Starbird will send this evidence to C. Kollross and T. Alvarado.
 - iii. C. Starbird indicated that evidence of the annual update and comprehensive program reviews should be included.

1. C. Kollross and T. Alvarado agreed to add this to the document.
- The committee reviewed section II B. 4.
 - i. C. Starbird suggested including usage data on PCC Connect as evidence.
 1. C. Kollross and T. Alvarado will include this data.
 - ii. C. Starbird suggested addressing security, maintenance, and reliability of services. T. Alvarado indicated this was addressed in a different section.
 1. C. Kollross indicated this information should be included in this section with links to the contracts.
 - iii. D. Yamaguchi indicated that QuestionPoint got bought out and the new company should be referenced.
 1. D. Yamaguchi will send this information to C. Kollross and T. Alvarado.
 - The committee reviewed section II C. 1.
 - i. C. Starbird discussed incorporating evidence of distance education.
 1. C. Kollross and T. Alvarado will include the annual update for distance education. This document is in the evidence folder.
 - The committee reviewed section II C. 2.
 - i. C. Olivo discussed the assessment for all of the programs in student services.
 1. C. Olivo will provide C. Kollross with a link to this information.
 - ii. W. Butler asked if there is a separation between student support outcomes and student learning outcomes. C. Olivo indicated they are separate.
 1. The committee discussed learning support and student learning outcomes.
 2. C. Kollross reviewed the evidence that can be included in this section, including program reviews and other documents.
 3. C. Olivo asked if feedback from previous program reviews could be included. C. Kollross indicated yes, link to feedback letters would be included. The feedback letters would be linked to annual updates.
 - iii. The committee discussed the information on the PASS program and that it should be edited.
 - iv. The committee discussed the focus on closing the equity gap for Latinx students, the largest student population at PCC.
 - v. The committee discussed the internal and external review of assessment data.
 - The committee reviewed section II C. 3.

- i. The committee discussed the student equity plan.
 - ii. D. Yamaguchi suggested adding information about in-person services.
 - iii. The committee discussed faculty offered services.
 - iv. S. Rose suggested adding information about outreach services and abbreviated student ed. plan.
 - v. C. Olivo discussed the FAFSA Squad and assistance offered to students with completing FAFSA and obtaining the California Promise Grant.
- The committee reviewed section II C. 4.
 - i. C. Olivo discussed the Athletic Zone, a holistic support center for student-athletes, which includes academic counseling, tutoring, and student services support.
 - ii. N. Russell suggested adding information about the student handbook.
- The committee reviewed section II C. 5.
 - i. C. Olivo suggested adding information about JAM, PCC's Summer Bridge Program.
 - 1. C. Kollross will ask Brock for the agenda.
 - 2. C. Olivo explained that academic counselors would be assigned to students in specific career communities, so every student will know who their counselor is and will have a student success team.
 - a. C. Olivo will email a paragraph to T. Alvarado about this.
 - 3. C. Olivo will send three videos created by faculty to include as evidence.
- The committee reviewed section II C. 6.
 - i. C. Olivo explained that there is progress with establishing degree maps.
 - 1. C. Kollross indicated that Myriam sent the link to this information, and it will be included in the document.
 - ii. C. Olivo discussed Class Scheduler software.
 - 1. C. Olivo will ask Tito to provide data on student usage and a description of the service.
- The committee reviewed section II C. 7.
 - i. C. Olivo discussed working towards full compliance with AB 705 and coming up with alternative methods for assessment.
 - ii. N. Russell explained that the ESL placement process is being integrated into the online student orientation, beginning with summer 2020 placement.



- The committee reviewed section II C. 8.
 - i. C. Olivo mentioned that since the last accreditation visit, 15,000 of the 30,000 students at PCC have participated in the first year support program.
 - 1. C. Olivo will email Thea a sentence about this to include in the document.
- C. Kollross complimented the committee on their work. She explained that standards IIIA, IIIB, and IIIC will be reviewed at the next meeting.

II. ADJOURNMENT – 11:30 AM.