



- **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, September 22, 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, David Colley, Matthew Henes, Crystal Kollross, Felisia Mitchell, Ernesto Partida, Lynora Rogacs, Shelagh Rose, Natalie Russell, Kyle Schmidt, Carrie Starbird, Bethany Stump, Jessie Wang, Daisuke Yamaguchi

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

**I. Review and approval of meeting notes from September 8, 2020**

- Motion to approve: E. Partida. Second: J. Wang. Approved.

**II. Information Items****1. Timeline Update**

- T. Alvarado discussed the first reads of the ISER and that it was reviewed by the Board of Trustees. She indicated that she and C. Kollross would finish taking the ISER through second reads, and the process will begin again with the two QFE's.
- T. Alvarado indicated that they hope to have the ISER in front of the Board for approval in December for submission to the ACCJC on December 20<sup>th</sup>.
- C. Kollross explained the purpose of the Quality Focused Essays. T. Alvarado indicated that these are focused on projects that can be worked on during the next couple of years.

**III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION****1. QFE – Collegiality and Communication**

- C. Kollross reviewed the revisions to the QFE with the committee.
- T. Alvarado indicated that Classified staff, faculty involvement should be included, per E. Endrijonas. Classified staff can be further supported in their participatory governance endeavors on campus.
- C. Starbird discussed participation in shared governance and getting more people involved on campus. She suggested gathering data on the percentage of those actively participating in committees. C. Kollross indicated that members are

- appointed by their constituent groups and that an action item can be included in the QFE.
- M. Henes explained the process for Academic Senate appointments for the College Council Standing Committees and the fulfillment of the 5.5 shared governance hours by faculty. He suggested increasing awareness of the participatory shared governance process.
  - E. Partida discussed Classified Senate appointments – there is not a requirement for participation. He suggested simplifying the information in the Shared Governance Guidelines.
  - S. Rose discussed the tracking of faculty participation of 5.5 hours per week, as indicated in the contract. She suggested including this as a goal in the QFE and also discussed the apprenticing of new members.
    - i. L. Rogacs indicated that the union would need to be included in the action plan to track the requirement of 5.5 hours, a way to engage union leadership in communication and collegiality.
  - D. Colley indicated that he would send his editing suggestions to T. Alvarado and C. Kollross.
  - M. Anderson discussed an opt-out structure vs. an opt-in structure, where information about the committees is sent out, and individuals can choose to participate instead of searching for the information.
  - M. Henes expressed thanks to J. Robinson and A. Boekelhide for the improvements made to the draft.
    - i. M. Henes discussed the last two bullet points referencing the code of ethics and the connection to communication and collegiality.
    - ii. C. Kollross explained that a code of ethics is required.
  - The committee discussed explaining how ethics are tied to collegiality in the QFE.
  - On page four, M. Henes suggested, “and with this collegial communication structure in place we’ll better be able to fulfill our mission which is equity-focused.”
  - C. Starbird discussed the management perspective example on page two and adding examples from other groups.
    - L. Rogacs indicated that faculty coordinators also participated in the four frameworks. T. Alvarado and M. Anderson discussed the training. T. Alvarado indicated she would reach out to J. Robinson for notes that can be incorporated.
  - The committee discussed the data on page two.
  - The committee discussed the code of ethics for management, classified staff, and faculty.
  - C. Starbird discussed the term “evaluation” on page five and the process.
  - C. Kollross indicated that committee members will do the rewrite with the edits discussed today.
    - M. Anderson agreed to edit the document. S. Rose indicated that she, M. Henes, and C. Starbird would send their comments to M. Anderson. M. Anderson will then send the document to S. Rose.
    - C. Kollross will send the document to M. Anderson for editing and asked that it be submitted back to her and T. Alvarado by October 1<sup>st</sup>.

#### **IV. NEW ITEMS**

1. Review Commission Policy Checklist

- C. Kollross reviewed the checklist that will be completed by the visiting team. She reviewed the accreditation website and third party comment submission.
- The committee discussed the checklist.
- L. Rogacs asked about the institutional set standards and how they can be reported out widely to programmatic groups to make programmatic improvements. She asked if they are part of the data sets for the Annual Update.
  - C. Kollross and D. Colley indicated that they would be added.
- T. Alvarado discussed recommendations by the ACCJC and two samplings of courses- those fully online and those brought online due to the pandemic. She indicated that regular and substantive interaction other than Zoom lectures would be looked at.
- C. Kollross indicated that she would follow up with S. Fleming and C. Olivo about Maxient and student complaint files.
- M. Henes indicated that the checklist references specific standards, but some questions are not part of the ISER standards.
  - C. Kollross explained that the checklist addresses commission policies and standards.
- The committee discussed identifying specific commission policies and referencing the standards for review.
- C. Kollross indicated that the specific policies would be pulled and brought back for review.

#### **V. ANNOUNCEMENTS**

- M. Henes announced the A2MEND webinar on Saturday, September 26<sup>th</sup>, from 11 am-12:30 pm. The Academic Senate is sending nearly 60 faculty to participate.
- E. Partida announced University Day taking place online on Wednesday, September 23<sup>rd</sup>. The Zoom information for each campus is on the PCC website.

#### **VI. ADJOURNMENT – 10:31 AM.**