



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, October 20, 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, Cynthia Olivo, Ernesto Partida, Lynora Rogacs, Shelagh Rose, Mackenzie Rivera, 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 October 6, 2020

- Motion to approve: M. Henes. Second: J. Wang. Approved.

II. Information Items

1. Timeline update
 - T. Alvarado indicated that all constituent groups had signed the ISER.
 - The QFE, Collegiality and Communication, will be sent to College Council for review.

III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. IC5 update
 - C. Kollross reviewed Standard IC5 and asked the committee for feedback.
 - The committee provided edits.
 - Motion made by M. Henes to approve Standard IC5 as amended. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.
2. Preparation for Visit
 - T. Alvarado discussed the importance of community participation. She asked the committee to encourage members of the college community to participate in the open forums.
 - C. Kollross indicated that the dates of the public forums would be announced.
 - Strategic Communications and Marketing is working on a video for the visiting team to engage with the college. A campus-wide guide will also be posted online and distributed.

- There will be an addendum on the ISER regarding the transition during COVID 19.
- C. Kollross announced that J. Wang would be giving a presentation to BRAC.
- C. Kollross will also be presenting to BRAC on the integrated planning process to provide a better understanding of the resource allocation process.
- T. Alvarado explained that the visiting team would speak with people based on questions on the ISER standards.
- The committee discussed further preparation for the site visit.

IV. NEW ITEMS-DISCUSSION AND POSSIBLE ACTION

1. Transfer Policies

- The committee discussed:
 - i. The alignment between the checklists and Standard II.
 - ii. Transfer policies in Standard IIC1.

2. Distance Education

- The committee discussed:
 - i. Reference to distance education in Standard IIB1.
 - ii. Document compliance with federal regulations and policies in Standard IIA9 and the Curriculum and Instruction Committee.

3. Student Complaints

- The committee discussed student complaints, Maxient, and formal student complaint files over the last seven years. Before Maxient, paper files were stored in the office of the Assistant Superintendent/Vice President, Student Services.
- The committee discussed evidence of regular and substantive interaction.
 - i. T. Alvarado indicated she would send a list with bullet points to M. Henes to distribute to faculty.
- The committee discussed:
 - i. Distance Education faculty handbook as a reference.
 - ii. Canvas course shells, student submissions, and discussion forums.
 - iii. Faculty use of Voice Thread.

4. Goals for 2020-2021

- C. Kollross and T. Alvarado reviewed the proposed ASC goals for 2020-2021:
 - i. Reaffirmation of accreditation
 - ii. Preparation of substantive change for DE Programs
 - iii. Formulation of workgroups to monitor the progress of QFEs
 - iv. Effective coordination of virtual team visit
 - T. Alvarado discussed the importance of student participation. She and C. Kollross will meet with Associated Students to discuss the team visit.
- Motion made by L. Rogacs to approve the ASC goals for 2020-2021. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.

V. ANNOUNCEMENTS

- C. Olivo announced the Asian Pacific Islander & Desi American Faculty, Staff and Student Virtual Mixer today at 12 pm and encouraged the committee to attend.

VI. ADJOURNMENT – 10:09 AM.