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PASADENA CITY COLLEGE MEETING AGENDA and NOTES**Title of Meeting / Committee Name:** Accreditation Standing Committee**Date:** Tuesday, October 6, 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: Melissa Anderson, Berlinda Brown, Walter Butler, David Colley, Matthew Henes, Crystal Kollross, Felisia Mitchell, Ernesto Partida, Lynora Rogacs, 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 September 22, 2020

- Motion to approve: C. Starbird. Second: N. Russell. Approved.

II. Information Items**1. Timeline update**

- C. Kollross discussed the ISER review. Academic Senate and Classified Senate have approved it.
- C. Kollross indicated that T. Alvarado is not in attendance because she participates in a peer review team.

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

- M. Anderson reviewed the changes in the QFE. She reviewed the action item about managers encouraging Classified staff to participate in shared governance.
- The committee discussed guidelines and general ethics.
- D. Colley reviewed edits. On page 3, suggested changing the term “tackled” to “addressed” and adding the Classified Senate to the list of responsible parties. A correction was made to “Office of Superintendent/President” and removing the term “crippling” on page 2.
- Motion made by M. Henes to approve QFE, “Collegiality and Communication.” Seconded by C. Starbird. No further discussion requested; no opposition; no abstentions. Motion approved.

IV. NEW ITEMS

1. I.C.5 The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.

- C. Kollross explained that this standard does not refer to BP's and AP's. The standard addresses whether guidelines are being reviewed. Examples include the Catalog webpage, public information regarding how the college is operated.
- C. Kollross asked the committee to rethink the standard.
- M. Henes indicated that the standard is addressed.
- The committee discussed edits. On page 1, change to "Department of Instruction," C. Kollross indicated that she would get clarification on this.
- The committee discussed the planning manual, faculty handbook, strategic plan, and the Annual Update.
- The committee discussed the PCC website and the Library webpage.
- The committee reviewed formal and informal processes.
 - M. Henes discussed the updates to the website in 2016-2017 and Guided Pathways information.
 - D. Colley suggested adding the Equity Plan.
- C. Kollross explained that she would work with Thea to revise standard I.C.5, and it will be brought back to the committee.
- C. Kollross indicated the ACCJC liaison would provide training to the Board of Trustees on accreditation and the standards.

2. Review Checklists

a. Public Notification

- C. Kollross reviewed the webpage and the link for third-party comments.

b. Standards and Performance with Respect to Student Achievement

- The committee reviewed the Standards and Performance with Respect to Student Achievement section of the checklist and the evaluation items.

c. Credits, Program Length, and Tuition

- The committee discussed the Credits, Program Length, and Tuition section of the checklist and the evaluation items.
- The committee discussed program length and tuition. C&I's purview ensures credit hours are consistent.
- C. Kollross indicated that AP 4020 discusses the calculation of units and a statement of eligibility requirements.

V. ANNOUNCEMENTS

- M. Henes announced the Aspen interviews and that some members of the Academic Senate will participate.
 - C. Kollross reminded the committee to log in for Zoom and call in for the audio.
- C. Kollross indicated that the committee would continue to review the checklist in two weeks.

VI. ADJOURNMENT – 10:18 AM.