



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

**Title of Meeting / Committee Name:** IEC General Meeting  
**Friday September 14, 2018 1:00-3:00pm Room: W101**

**Co-Chair:**  
**Crystal Kollross**

**Name of Person Taking Notes:**  
Lucky Springfield

**Co-Chair:**  
**Sonya Valentine**

**MEETING NOTES**

**In Attendance:** Sonya Valentine, Armando Duran, Beverly Dunbar, David Colley, Gloria Wong, Jason Robinson, Kimberly Shediak, Krista Goguen, Melissa Anderson, Myriam Altounji, Rudy Aguilar, Stephanie Fleming, Sonia Wurst, Sheri Stoddard

**Sonya Valentine called the meeting to order at 1:11 PM.**

**I. Public Comment on Non-Agenda Items – None.**

**II. Review and approval of meeting notes from June 1, 2018.**

➤ Motion to approve: K. Goguen. Second: S. Stoddard. Abstention: S. Wurst. Approved.

**III. INFORMATION ITEMS**

**a. Committee evaluation Review and Broad recommendations**

- D. Colley presented the results of the 2017-18 Committee Evaluation Report for IEC and commented on the low number of respondents.
- There was mention on how long the survey is open for and suggestions to indicate on the survey when it will close, send out reminders, and have the survey on the last day of the IEC meeting in the Spring semester.
- D. Colley shared about a grid created for the Broad Recommendations, the tasks assigned for better communication, and a new way to make more connection points in program reviews to address the broad recommendations.
- D. Colley went over the steps to log into TaskStream, shared the elements of program reviews, and addressed how the committee does their evaluations.

**b. Review IEC Summary Form**

- S. Valentine went over the IEC summary form and responsibilities of the committee.
- There are three main areas: Strengths, recommendations for that program, and the college wide recommendations that will then go into the annual Broad Recommendations.
- It was recommended to keep the form next to you when working on the program reviews.
- S. Valentine asked the committee for feedback and to make recommendations by filling out the Reconciliation IEC Summary Questions Member Feedback form.
- Committee pointed out there was confusion about the difference between the recommendations from the program/unit authors and the recommendations from the IEC.

**c. Recap of 17/18 reviews completed**

- S. Valentine reviewed how last year IEC finished up on Student Services, then worked on the Divisions/Unit reviews and that there are a couple more to wrap up.
- Program/unit reviews follow a four year comprehensive cycle and the certificate programs are due at the end of the month.

**d. Team Assignments**

- S. Valentine welcomed new members and went over team assignments and overall obligations.
- The IEC needs a few more members to fill the five teams.

**e. Old reviews to be completed**

- Library, VAMS, Learning Resources, Kinesiology

**f. Certificate programs submitted for review**

- S. Valentine shared Certificate programs are due at the end of the month.

**IV. DISCUSSION AND POSSIBLE ACTION**

**a. AP 3251 to Academic Senate on September 24, 2018**

- S. Valentine shared how AP 3251 is in the process of being revised and that IEC Leadership had suggested a couple additional changes.
- Committee gave feedback on membership, names, and voting positions.
- AP 3251 will go out for more discussion.

**b. Social Sciences Presentation**

- K. Goguen presented the division review for Social Sciences.
- Some key review points were on the mission statement, the size of the unit, program outcomes, equity, alignment, OER, completion goal, organization chart, division's recommendations, faculty evaluation data, and budget.
- Committee discussed the number of people in the program, they had a new dean that needed more data in order to back up some of the findings, the order of certificate and unit reviews. Also dialog of the support for budget and spending of funds.
- Recommendation to note that 75/25 is a ratio that is college wide and not a Social Science targeted ratio.

➤ Motion to approve: D. Colley. Second: M. Altounji. Approved.

**c. Facilities and Construction Presentation**

- Not presented.

**V. ANNOUNCEMENTS**

**a. Meeting Dates**

- S. Valentine reviewed the IEC dates for 2018-19 to the committee.

**VI. ADJOURNMENT at 2:27 PM.**

➤ Motion to approve: S. Stoddard. Second: J. Robinson. Approved.